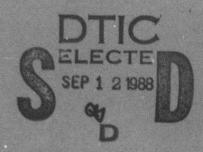DTIC FILE COPY

INITIAL SOFTWARE AND DATA LOAD PROCEDURES FOR THE NAVY OCCUPATIONAL HEALTH INFORMATION MANAGEMENT SYSTEMS (NOHIMS)*

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THIS DOCUMENT PROVIDES STEP-BY-STEP INSTRUCTIONS FOR INSTALLING THE NAVY OCCUPATIONAL HEALTH INFORMATION MANAGEMENT SYSTEM (NOHIMS) SOFTWARE. IT ALSO DESCRIBES HOW TO CREATE SITE BASELINE SYSTEMS, DAILY OPERATIONS AND CONTROL, COMMUNICATIONS, AND OTHER SYSTEM SOFTWARE.

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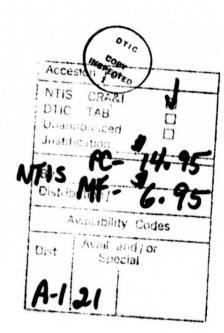
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SUMMARY

This document provides step-by-step instructions for installing the Naval Occupational Health Information Management System (NOHIMS) software. It also describes how to create site baseline systems, daily operations and control, communications, and other system software. Keywords: Management information systems, Occupational diseases, Health Surveys, Recordkeeping, User Identification Codes (UIC), Military medicine, Hazardous materials, Industrial medicine. (SDW))

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INITIAL SOFTWARE AND DATA LOAD PROCEDURES FOR THE
NAVY OCCUPATIONAL HEALTH INFORMATION MANAGEMENT SYSTEM (NOHIMS)

SECTION 1 - INTRODUCTION

1.1   SUMMARY OF NOHIMS. The following are key objectives of the Navy Occupational Health Information Management System (NOHIMS):

- o **Creation of a safer and healthier work environment for Navy employees by providing timely notification of exposure results, rapid retrieval of hazardous material data, and ensuring proper medical monitoring.**
- o Elimination of time-consuming manual recordkeeping methods.
- o Standardization of recordkeeping procedures.
- o Integration of Environmental surveillance and Medical monitoring components of the Navy's Occupational Health Program.
- o Establishment of a Navy-wide data base for epidemiological studies.

1.2   PURPOSE OF THE INITIAL SOFTWARE AND DATA LOAD PROCEDURES. The purpose of the Initial Software and Data Load Procedures (ISDLP) is to provide a detailed guide for the NOHIMS implementation team and the system manager. This document will attempt to provide information not covered elsewhere, and will provide additional material in areas that are especially complex.

1.3   THE STARTING POINT. The information covered in the ISDLP assumes all hardware has been delivered and each hardware component has been connected and tested. It also assumes the system software is up and running, and the bench mark has been successfully completed.

SECTION 2 - SOFTWARE AND DATA LOAD

2.1   INSTALLING NOHIMS SOFTWARE. Before the system is installed, the site manager should determine the number of people who will be using the system at any given time. In addition to the number of people who will be using the system at any given time, the site manager must also take into consideration that Fileman runs a single task manager routine for all its operations, while COSTAR uses a monitor routine for each active namespace. These background

jobs should be added to the total number of users expected to be on the system at the same time.

2.2   CREATING PARTITIONS. There are six steps to creating partitions.
   o Defining directories.
   o Creating User Identification Codes (UICs).
   o Setting up accounts at the VMS level.
   o Creating VMS directories.
   o Creating MUMPS.DAT files.
   o Changing ownership and protecting files.

2.2.1   DEFINING DIRECTORIES. Six (6) directories must be created for the NOHIMS routines and global files. The primary contents of these directories are as follows:

SYS$M: This directory is created at the same time the MUMPS (M/VX) system is initialized and contains system routines and utilities used by all MUMPS directories. The FileMan and KERNEL utilities must be loaded into this directory.

MEDICAL: This production directory contains the routine and global files of the Medical component (COSTAR) of the NOHIMS system.

INDUST: This production directory contains the routine and global files of the Industrial component of the NOHIMS system.

REPORT: This directory is the link between the Medical and Industrial components of the NOHIMS system. From this directory the site manager can access data from the MEDICAL and INDUST directories to run monthly medical reports.

MANAGER: This is the site manager's directory where back-up copies of the NOHIMS VMS files will be stored.

COSTAR: A demonstration directory used to store the routine and global files of the Medical component (COSTAR).

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NOSH: A demonstration directory used to store the routine and global files of the Industrial component of the NOHIMS system.

GENERAL: This directory can be used at the discretion of the site manager for demonstrations, word processing, or other ancillary applications.

2.2.2 CREATING USER IDENTIFICATION CODES (UIC). To create site UICs, type the underlined portions, exactly.

USERNAME: SYSTEM
PASSWORD: _____ (Enter system's password)
$ SET DEF SYS$SYSTEM
$ RUN AUTHORIZE

UAF> ADD/ID/VALUE=UIC:[200,*] NOHIMS
UAF> ADD/ID/VALUE=UIC:[200,1] MEDICAL
UAF> ADD/ID/VALUE=UIC:[200,2] INDUST
UAF> ADD/ID/VALUE=UIC:[200,4] REPORT
UAF> ADD/ID/VALUE=UIC:[200,4] MANAGER
UAF> ADD/ID/VALUE=UIC:[300,*] NAVMED
UAF> ADD/ID/VALUE=UIC:[300,1] COSTAR
UAF> ADD/ID/VALUE=UIC:[300,2] NOSH
UAF> ADD/ID/VALUE=UIC:[300,3] GENERAL
UAF>

2.2.3 SET-UP ACCOUNTS AT VMS LEVEL.
UAF> ADD MANAGER/PASS=MANAGER/UIC=[200,4]/DIR=[MANAGER]/DEV=DUAO:
/ACCOUNT=MANAGER
UAF> ADD MEDICAL/PASS=MEDICAL/UIC=[200,1]/DIR=[MEDICAL]/DEV=DUAO:
/ACCOUNT=MEDICAL
UAF> ADD INDUST/PASS=INDUST/UIC=[200,2]/DIR=[INDUST]/DEV=DUAO:
/ACCOUNT=INDUST
UAF> ADD REPORT/PASS=REPORT/UIC=[200,4]/DIR=[REPORT]/DEV=DUAO:

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```
UAF> ADD COSTAR/PASS=COSTAR/UIC=[300,1]/DIR=[COSTAR]/DEV=DUAO:
     /ACCOUNT=INDUST
UAF> ADD NOSH/PASS=NOSH/UIC=[300,2]/DIR=[NOSH]/DEV=DUAO:
     /ACCOUNT=NOSH
UAF> ADD GENERAL/PASS=GENERAL/UIC=[300,3]/DIR=[GENERAL]/DEV=DUAO:
     /ACCOUNT=GENERAL
UAF> EXIT
```

2.2.4   CREATE VMS DIRECTORIES.

```
$ CREATE/DIRECTORY/OWN=[200,4]  DUAO:[MANAGER]
$ CREATE/DIRECTORY/OWN=[200,1]  DUAO:[MEDICAL]
$ CREATE/DIRECTORY/OWN=[200,2]  DUAO:[INDUST]
$ CREATE/DIRECTORY/OWN=[200,4]  DUAO:[REPORT]
$ CREATE/DIRECTORY/OWN=[300,1]  DUAO:[COSTAR]
$ CREATE/DIRECTORY/OWN=[300,2]  DUAO:[NOSH]
$ CREATE/DIRECTORY/OWN=[300,3]  DUAO:[GENERAL]
```

2.2.5   CREATE MUMPS.DAT FILES.   Note: <CR> means carriage return.

```
$ SET DEF SYS$M
$ M MSU (MSU routine allows manager to create MUMPS.DAT
DIRECTORY NAME? : DUAO:[INDUST]
     200,2 <CR>   10 5 80 <CR>   <CR> <CR> <CR> <CR>
DIRECTORY NAME? : DUAO:[NOSH]
     300,2 <CR>   10 5 80 <CR>   <CR> <CR> <CR> <CR>
DIRECTORY NAME? : DUAO:[GENERAL]
     300,3 <CR>   10 5 80 <CR>   <CR> <CR> <CR> <CR>
DIRECTORY NAME? : DUAO:[MEDICAL]
     200,1 <CR>   10 5 80 <CR>   <CR> <CR> <CR> <CR>
DIRECTORY NAME? : DUAO:[COSTAR]
     300,1 <CR>   10 5 80 <CR>   <CR> <CR> <CR> <CR>
DIRECTORY NAME? : <CR>
$
```

2.2.6   CHANGE OWNERSHIP AND FILE PROTECTION.   After the MUMPS.DAT files are
created, change directory to that namespace and enter the following:

```
$ SET DEF DUAO:[MEDICAL]
$ SET FILE/OWN=[200,1] DUAO:[000000]MEDICAL.DIR
$ SET FILE/OWN=[200,1] DUAO:[MEDICAL...]*.*;*
$ SET PROT=(G:RWE) DUAO:[000000]MEDICAL.DIR
$ SET PROT=(G:RWE) DUAO:[MEDICAL...]*.*;*
```

Repeat these steps for each of the following directories:

NAMESPACE	UIC
INDUST	[200,2]
COSTAR	[300,1]
NOSH	[300,2]
GENERAL	[300,3]

2.3   SET UP SYS$M. To set up the M/VX system do the following steps:
   o Load the tape into SYS$M directory
   o Load routines into the M/VX MUMPS.DAT file
   o Define system's globals
   o Set group protection for system's globals

2.3.1   LOAD TAPE INTO SYS$M DIRECTORY. A nine track, 1600 BPI, labeled,
magnetic tape will be provided. The tape has an external label with the name
of the backup set and files contained in the set. Use the VMS BACKUP command
to load the tape into SYS$M.

2.3.2   LOAD ROUTINES INTO M/VX MUMPS.DAT FILE. Load the routines from the
VMX file into the MUMPS.DAT file using the following steps:

```
$ SET DEF SYS$M
$ M (This will bring up the M/VX MUMPS operating system.)
> D ^%RI
   "Device: " SYS.DAT    "Parameters:" "R" = > " <RETURN>
   "Input Option:" A (All routines)
   "If a selected routine has the same name as one already on file
   shall it replace the one on file? (Y or N) N=> " Y
```
NOTE: Loaded routines will be displayed on the screen.

2.3.3 DEFINE SYSTEM'S GLOBALS. The system's global files for FileMan and the KERNEL are defined in SYS$M. Two routines are to be run before the production directories can be created. In the routine ZOSF all instances of DUA0:[OSHRKS] must be changed to the DUA0:[INDUST].

> ZL ZOSF

> X ^%
  Edit: .Change every: DUA0:[OSHRKS] to DUA0:[INDUST]
  Edit: .File ZOSF
  Edit: . <RETURN>

> D ^ZOSF
  ^ZOSF GLOBAL ALREADY EXISTS. REINITIALIZE? NO// YES
  NAME OF MANAGER'S UCI: DUA0:[SYS0.MVX]//   <RETURN>
  PRODUCTION (SIGN-ON) UCI: DUA0:[INDUST]// <RETURN>
  NAME OF VOLUME SET: DUA0:[INDUST]//   <RETURN>
  ALL SET UP

2.3.4 SET UP DEVICE TABLE. The device table for FileMan and KERNEL has already been defined and stored into the SYS.GLO VMS file.

> D ^%GI
  "Device:" SYS.GLO   "Parameters :" "R" > <RETURN>
  "Input Option: " A (All globals)
> %IS   %ZIS

2.3.5 SET GROUP PRIVILEGES IN SYS$M.

> S (^ERTRAP,^%ZTSCH)=""

> D ^%PROTECT
  OWNER   RWD
  GROUP - RWD
  WORLD   RW
  NETWORK - RWD

  ALL GLOBALS? > NO
  GLOBAL %
  GLOBAL %IS
  GLOBAL %FS

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```
GLOBAL ^%ZIS
GLOBAL ^%ZOSF
GLOBAL ^%ZTSK
GLOBAL ^%ZTSCH
GLOBAL ^ERTRAP
GLOBAL  UTILITY
GLOBAL ^<RETURN>


MORE? > NO
> H
```

2.4   INITIALIZE DIRECTORIES.   After SYSSM has been set-up:

o Copy the MED.ROU, MED.GLO, T2.ROU, and KER.ROU files into the site
   manager's directory, DUA0:[MANAGER].

o Load routines into production directories for the Industrial
   component of NOHIMS.

o Load the routines and global files into the production directories
   for Medical component.

2.4.1   COPY FILES FROM SYSSM.   Copy the above listed files into the site
manager's directory.

```
$ SET DEF DUA0:[MANAGER]
$ COPY SYSSM:*.ROU;* *.*;*
$ COPY SYSSM:*.GLO;* *.*;*
```

2.4.2   LOAD ROUTINES INTO INDUSTRIAL COMPONENT. Load the routines from the
VMS files in the manager's directory into the MUMPS.DAT files in the
production directories using the following steps:

```
$ SET DEF DUA0:[INDUST]
$ M
> D ^%RI
   "Device:" DUA0:[MANAGER]T2.ROU  "Parameters "R"   <RETURN>
   "Input Option:" A (All routines)
   "If a selected routine has the same name as one already on
   file, shall it replace the one on file: (Y or N) N-> " YES
```
NOTE: Routines will be listed on screen.

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```
> D ^%RI
   "Device:" DUAO:[MANAGER]KER.ROU   "Parameters "R" => <RETURN>
   "Input Option:" A (All routines)
   "If............N => " YES
> H
```

Repeat the steps listed above in the NOSH directory, starting with:

```
$ SET DEF DUAO:[NOSH]
$ M
```

2.4.3   LOAD ROUTINES AND GLOBALS INTO THE MEDICAL COMPONENT.   Repeat the
steps listed below in the COSTAR and MEDICAL directories:

```
$ SET DEF DUAO:[MEDICAL]        then   S SET DEF DUAO:[COSTAR]
$ M
> D ^%RI
   "Device:" DUAO:[MANAGER]MED.ROU   "Parameters: "R" =>" <RETURN>
   "Input Option: " A (All routines)
   "If a selected... N => " YES


> D ^%GI
   "Device:" DUAO:[MANAGER]MED.GLO   "Parameters: "R" => <RETURN>
   "Input Option: " A (All globals)
```

NOTE: A list of globals will be displayed on the screen.

2.5   CREATE BASELINE SYSTEM IN EACH PRODUCTION DIRECTORY.   This section
describes how the baseline systems for the Medical and Industrial components
of NOHIMS will be created.

2.5.1   CREATE A BASELINE COSTAR PACKAGE.

```
$ SET DEF DUAO:[MEDICAL]   and then DUAO:[COSTAR]
S M
> D ^AINIT
```

```
***********************************************************
*                    NOHIMS SYSTEM GENERATION             *
* COSTAR PUBLIC DOMAIN VERSION 5.81, RELEASED JUNE 1, 1985 *
*                         BY                               *
*                  THE COSTAR USER'S GROUP                 *
*                                                          *
*(COSTAR is a registered trademark of Massachusetts General*
* Hospital (MGH). COSTAR was developed by the Laboratory of*
* Computer Science, MGH, supported by grant funds from the *
* National Center for Health Services Research.)          *
*                                                          *
*          TODAY'S DATE: __  __   _  __                    *
***********************************************************
```

THIS ROUTINE WILL DESTROY YOUR DATA FILES !!! DO YOU WISH TO
CONTINUE? <N> Y

Please wait while `ID and `Dev files are being created [....]

************** GLOBAL FILES INITIALIZATION *****************

This process will take approximately 30 minutes. Do you wish
to continue? <Y> Y

```
***********************************************************
*           SYSGEN COMPLETED: __  ___                     *
*           ENTER "D `ID" TO ENTER NOHIMS                  *
*           LOGIN ID CODE IS "MGR"                         *
***********************************************************
```
> H

2.5.2   CREATE BASELINE INDUSTRIAL COMPONENT. Create the baseline system in
the Industrial component directories [INDUST] and then in [NOSH].

     S SET DEF DUA0:[INDUST]   then   S SET DEF DUA0:[NOSH]

     S M

     > D `DINIT (Initialize the FileManager approximately 5 minutes)

VA FileMan V. 17.07

SITE NAME: _____ (Enter site name)
SITE NUMBER: _____ (Enter site number)

.... Sorry, I'm working as fast as I can ....

Type of MUMPS Systems are you using: M/VX

Initialization completed.

> D ^XUPDINIT (Initialize the KERNEL, time approximately 30 min.)

NOTE: Respond "Y"es to all questions asked. Final question will be, "ARE YOU SURE EVERYTHING IS OK?" Processing will continue only if you respond "Y" at this point. Refer to Appendix A for a complete listing of the initialization process.

Initialization completed!

> D ^T2INIT (Initialize NOHIMS, time approximately 6-8 hours.)

   a. Respond "Y"es to all questions asked. Final questions asked will be "ARE YOU SURE EVERYTHING IS OK?" Be sure to type "Y" for yes or processing will be aborted, and you will have to re-execute the T2INIT routine.

   b. Two users have been created. The first is MANAGER and the second is USERS. The access and verify codes are the same as the created names. The MANAGER password is tied to EVE, the top level menu of the KERNEL package. USERS is tied directly to the Industrial component of NOHIMS and has no access to any system files.

2.5.3 SET UP GROUP PRIVILEGES. To set protection and allow group access on files in each production directory, the %PROTECT routine should be run in [MEDICAL], [COSTAR], [NOSH], and [INDUST].

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```
$ SET DEF DUA0:[enter directory here]
$ M %PROTECT

  OWNER   RWD
  GROUP   RWD
  WORLD   R
  NETWORD RWD

  ALL GLOBALS? YES
  DONE

  MORE? NO
> H
S
```

2.5.4   REPLICATE, TRANSLATE AND JOURNAL GLOBALS. These routines should only
be run if a corresponding NAVSEA computer is being brought up at the same time
as the NAVMED computer. In the system directory, SYS$M, run the following
routines:

```
$ SET DEF SYS$M
$ M
> D ^REPL
  Enable or disable replication of globals aross the network.
  Do you want to <E>nable or <D>isable replication: (E or D) => E
  ENABLING REPLICATION FOR GLOBALS SET IN...
  Directory: DUA0:[SYS0.MVX] => DUA0:[INDUST]
```

First you will specify one or more systems and directories to which replica
tion will occur. Then you will name a set of globals that will replicate to
those destinations.

```
  REPLICATE TO (target 1) SYSTEM NAME: [enter NAVSEA computer]
  DIRECTORY: DUA0:[OSHRKS
  REPLICATE TO (target 2) SYSTEM NAME: <RETURN>
  DIRECTORY: <RETURN>
```
Now name the globals in DUA0:[INDUST] that will replicate.

```
           All globals: (Y or N)  > N
               GLOBAL: AGENCY
                       DIZ
                       EBOUND
                       EMAT
                       EMPLOY
                       ESAMP
                       ESURV
                       EVENT
                       EXP
                       MED
                       STRESS
                       DD
                       DIC
                       <RETURN>

           13 Globals

                       AGENCY...Done
                       DIZ...Done
                       EBOUND...Done
                       EMAT...Done
                       EMPLOY...Done
                       ESAMP...Done
                       ESURV...Done
                       EVENT...Done
                       EXP...Done
                       MED...Done
                       STRESS...Done
                       DD...Done
                       DIC...Done

    Refreshing list of global attributes in UTILITY... Done.

  > D REPLICA

    Enable replication of globals (Y or N) Y > Y

    Replicate every SET/KILL? (Y or N) N > N

    FILED!


NOTE:   IT IS IMPORTANT NOT TO REPLICATE EVERY SET/KILL!!
```

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> D ^GIMPLICI

Refer global references from THIS SYSTEM and FROM...

Directory: DUA0:[SYS0.MVX]: DUA0:[INDUST]

Do you wish to Add/Edit/Delete/Quit: Q > A

Refer globals to system name: (Enter NAVSEA computer)

       Directory: DUA0:[OSHRKS]

Selecting list of existing globals...

All globals? (Y or N) N=> N

    Global   ^HMAT

                 ^HMC

                 ^<RETURN>

2 Globals

Selecting Individual Globals which do not yet exist in
   DUA0:[INDUST]

Global ^HMAT, ^HMC exist in directory DUA0:[INDUST].

If you include these, their contents will become unavailable.

Include them? (Type "Y" to include): N

Are you sure you want to do this? (Type "Y" to proceed): Y

** This is the first time directory DUA0:[OSHRKS] on

system (NAVSEA computer) has been entered as the target

location for Implicit global placement. The Implicit Table

has room for up to 63 entries. 1 is already used.

Are you sure you wish to Add directory DUA0:[OSHRKS] on system

(NAVSEA) as a New Entry in the Implicit Table? [N] > Y

^HMAT exists in directory DUA0:[INDUST]   not changed.

^HMC exists in directory DUA0:[INDUST]   not changed.

Reminder: Run M/NET OPTION "Identify Disks and Directories to

be mounted at Start-Up" if you wish this directory Automatically

mounted when M/VX starts.

Refreshing list of global attributes in 'UTILITY... Done.

Do you wish to Add/Edit/Delete/Quit: Q > Q

2.5.5   COPY LOGIN.COM FILE INTO PRODUCTION DIRECTORIES.

```
$ SET DEF SYS$SYSTEM
$ RUN AUTHORIZE

    UAF> MODIFY MANAGER/PRIV=(SETPRIV)/DEFPRIV=(SYSNAME,SETPRIV,
         SYSPRIV,TMPMBX,NETMBX.
    UAF> MODIFY MEDICAL/FLAGS=(CAPTIVE,DISNEWMAIL,DISCTLY)/LGINCMD
         LOGIN.COM
    UAF> MODIFY COSTAR/FLAGS (CAPTIVE,DISNEWMAIL,DISCTLY)/LGINCMD=
         LOGIN.COM
    UAF> MODIFY INDUST/FLAGS (CAPTIVE,DISNEWMAIL,DISCTLY)/LGINCMD
         LOGIN.COM
    UAF> MODIFY NOSH/FLAGS=(CAPTIVE,DISNEWMAIL,DISCTLY)/LGINCMD=
         LOGIN.COM
    UAF> MODIFY REPORT/PRIV=(SETPRIV)/DEFPRIV=(SYSNAM,SETPRIV,
         SYSPRIV,TMPMBX,NETMBX
    UAF> EXIT


$ SET DEF SYS$M
$ COPY LOG1.DAT DUA0:[MEDICAL]LOGIN.COM,DUA0:[COSTAR]LOGIN.COM
$ COPY LOG2.DAT DUA0:[INDUST]LOGIN.COM,DUA0:[NOSH]LOGIN.COM
$ COPY LOG3.DAT DUA0:[REPORT]LOGIN.COM
$ LO
```


2.5.6   EDIT OPTIONS AND BRING UP TASKMAN.   In the NOSH and INDUST
directories:

   o Assign security keys to site manager

   o Remove the "Out of Order" message from the "Core Application" and
     "Restart TaskMan" options

   o Correct the routine called in the TaskMan option

   o Restart TaskMan.

USERNAME: INDUST (then NOSH)

UCI: DUAO:[INDUST]   DEVICE: _____

ACCESS CODE: _____
VERIFY CODE: _____

GOOD AFTERNOON MANAGER

WARNING   TASKMANAGER DOESN'T SEEM TO BE RUNNING!!!

   Core applications drivers (NOT AVAILABLE)
   Device editor
   FM VA FileMan
   Manager Mailman
   Menu manager
   Programmer Options
   Site Manager Menu
   TaskMan Manager
   User Edit

Select Systems Manager Menu Option: FM (VA Fileman)
Select OPTION: ENTER OR EDIT FILE ENTRIES

INPUT TO WHAT FILE: SECURITY KEY
EDIT WHICH FIELD: ALL// ? HOLDER
   THEN WHICH HOLDER SUB-FIELD: ALL// <RETURN>
THEN EDIT FIELD: <RETURN>
Select SECURITY NAME: `LOOP
EDIT ENTRIES BY: NAME// <RETURN>
START WITH NAME: FIRST// <RETURN>

   XUAUTHOR
NAME: XUAUTHOR// <RETURN>
HOLDER: MGR MANAGER,SITE
HOLDER: <RETURN>

```
NAME: XUMGR// <RETURN>
HOLDER: MGR MANAGER,SITE
HOLDER: <RETURN>

    XUPROG
NAME: XUPROG// <RETURN>
HOLDER: MGR MANAGER,SITE
HOLDER: <RETURN>

    XUPROGMODE
NAME: XUPROGMODE// <RETURN>
HOLDER: MGR MANAGER,SITE
HOLDER: <RETURN>

    ZTMQ
NAME: ZTMQ// <RETURN>
HOLDER: MGR MANAGER,SITE
HOLDER: <RETURN>
    LOOP ENDED!
Select SECURITY KEY NAME:
Select OPTION:

Select Systems Manager Menu Option: Menu Man
Select Menu Man Option: EOP (Edit Option)

Select OPTION to edit: XUCORE
EDIT WHICH FIELD: ALL// OUT OF ORDER
    THEN WHICH FIELD: <RETURN>
OUT OF ORDER MESSAGE: OUT OF ORDER// @
    SURE YOU WANT TO DELETE? Y (YES)

Select OPTION to edit: ZTMRESTART
EDIT WHICH FIELD: ALL// OUT OF ORDER
    THEN WHICH FIELD: ROUTINE
    THEN WHICH FIELD: <RETURN>
OUT OF ORDER MESSAGE: OUT OF ORDER// @
```

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```
            SURE YOU WANT TO DELETE? Y (YES)
        ROUTINE: RESTART`ZTMB|MGR|// RESTART`ZTMB


        Select OPTION to edit: <RETURN>
        Select Menu Man Option: <RETURN>
        Select Systems Manager Menu Option: TaskMan Manager


    WARNING - TASK MANAGER DOESN'T SEEM TO BE RUNNING!!!


           Clean up the %ZTSK global
           List TaskMan Tasks
           Restart TaskMan
           Schedule/unschedule Task Manager tasks


        Select TaskMan Manager Option: REstart TaskMan
        ARE YOU SURE TASKMAN ISN'T RUNNING? NO// Y (YES)
        Select TaskMan Manager Option: ^
        Do you really want to halt? YES// Y (YES)
```

NOTE: The package is not installed and ready for the site manager to create
         the baseline system for the site.

SECTION 3 - CREATE SITE BASELINE SYSTEM

3.1   SITE SPECIFIC FILES. After the system has been installed by the
implementation team, the site manager should create the site specific files
for both components of NOHIMS. Two types of files are to be defined in this
process: 1) Security files; and 2) Module files.

3.2   SECURITY FILES. There are extensive security checks on the NOHIMS
system. After the user has gained access to either component of the NOHIMS
system, three layers of security are invoked automatically: 1) user access
codes; 2) user menu options; and 3) agency data the user may access. Refer to
Kernel Reference Manual which describes how to create, edit and delete these
files for the Industrial component of NOHIMS; the COSTAR User's Guide for
documentation on how to perform the same functions in the Medical component of
NOHIMS; and Appendix B for the NOHIMS Security Questionnaries.

3.3.   **CREATING DATA FILES FOR INDIVIDUAL MODULES.** After the Industrial component has been initialized by the installation team, the site manager should create the site specific files for each module. Refer to Appendix C for NOHIMS list of files and Questionnaires for each module. With the exception of the HMIS and Personnel tape loads, the site manager should first create a site baseline in the training directory, NOSH. This will allow the manager to experiment and become familiar with the new system. As each module is completed, the site manager should review the files for completeness and accuracy.

3.3.1   **ADMINISTRATION TABLES.** There are five files that are required to support the Administrative data of the NOHIMS Industrial component. The contents of these five files are unique for each site implemented and used extensively in other modules. These files are discussed in the order in which they should be created: Site, Clinic, Organization Level, Agency description, and Locations.

Before an agency can be entered into the system, the site file must be created. Sites are specific geographical areas in which the agency or agency units are headquartered and conduct operations. Because the site is a part of all location names in the system, each site entry must be unique. To set up a site first enter an abbreviated name of the site and then the actual name.

The System Manager's Guide shows the prompt sequences and explains the creation of a clinic. The system manager will use the information contained in these pages to create a new clinic table. It is recommended the first few characters of a clinic be unique to this clinic.

Before the user can enter agency data into the system, the organization levels file must be created. Each organization level entry has a code and a title. The code consists of a number optionally followed by a letter or letters. The purpose of the organization level is to enable the system to mirror the hierarchical structure of the agency.

The "Create New Agency" option is used to initially set up the top level of an agency, while the "Edit Agency" option is used to define the agency structure and units. Pages 5-21 of the System Manager's Guide show an example of an organizational chart, explain the process of entering an agency, and describe the prompt sequences for entering agency units.

Locations in NOHIMS are composed of four pieces of data: site, location, sublocation, and area. Each piece is separated by a comma. Refer to the NOHIMS Primer for a thorough description of the location concept. Once the location table has been defined, it is an easy process to enter each location into the system by following the prompt sequence using the "Location Func tions" option in the Administrative module. In addition to the location data, the user will be asked for the effective date of the location. If reference is made to this location prior to the effective date, an error message will be displayed.

The contents of the Operation, Occupation, and Stressor files were devel oped by the Naval Environmental Health Center (NEHC) and will be loaded by the installation team during the initialization phase. Before continuing with the personnel data load, it is recommended that the site manager examine the data files that have been entered.

3.3.2   PERSONNEL TAPE LOAD. The Naval Civilian Personnel Center (NCPC) provides the initial tapes to transfer personnel data from the Naval Civilian Personnel Data System (NCPDS) to the personnel file in the Industrial component of NOHIMS. The NCPDS tapes will be created in one of two ways: 1) generated at the Industrial Relations Office (IRO) of the site and produced at NCPC; or 2) generated and produced at NCPC. In either case, the tapes will then be shipped to the IRO at the site, who will then distribute them to the NOHIMS site manager. The site manager will then load the tapes into the NOHIMS system. Future updates will be processed in the same manner.

3.3.4   HAZARDOUS MATERIAL CONTROL (HMC) MODULE. The Hazardous Material Information System (HMIS) is the only baseline data needed for this module. The HMIS tapes are generated at the Defense Logistics Agency (DLA). The HMIS data set consists of seven tapes four safety tapes, two transportation tapes, and an index tape. From DLA, tapes are forwarded to NEHC where additional hazardous materials are added. NEHC then prepares and distributes the HMIS tape sets which are forwarded to the NOHIMS site managers. Before the tapes can be processed initially, the site manager must decide whether all of the records are to be loaded or just a select few. The site manager should then enter this decision into the system. (Refer to the HMC User's Guide for this procedure.) After the initial load, the system will be updated on a

quarterly basis. The NOHIMS site managers can expect to receive these tapes
as follows:

PROCESSING MONTH	SITE RECEIVED
November	Last week in January
February	Last week in April
May	Last week in June
August	Last week in October

Upon receipt of the tapes, the site manager should process them as soon as
possible. It is requested that, two weeks from the date of receipt, the
original tapes be returned.

NOTE: When loading the HMIS tapes, do not start this process from the con-
sole, as it will scroll records and system messages will be lost. In the
event that a tape is lost or damaged, the site manager should contact the
Naval Regional Data Automation Center (NARDAC), Washington.

3.3.5 ENVIRONMENTAL EXPOSURE (EE) MODULE. The order for preloading the
data files for a baseline system is as follows:

1. Personal Protective Equipment (PPE)
2. Respirator Equipment
3. Products
3. Exposure Notices
4. Collection Instruments
5. Survey Monitor

The Personal Protective Equipment and Respirator files are created at the
time of initialization. The Products file is necessary only if the Materials
Options are to be used. A baseline of this file will be created during the
initial load and can be modified for site specific use. The site manager
needs to create only one Exposure Notice for the baseline system. Collection
instruments and Survey Monitor files will be created locally by the site
manager.

3.3.6 MEDICAL EXAM SCHEDULING (MES). Refer to Appendix C for the question-
naires to be used for data collection. The order for preloading data is as
follows:

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1. Clinic
2. Medical Tests
3. Pre-exam instructions
4. Medical Programs

3.3.7   SAFETY AND HEALTH TRAINING (SHT).   Refer to Appendix C for question
naires to be used for data collection. The Class and Hazard Briefing files
may be loaded at initialization or as needed. The order for preloading data
is as follows:

1. Courses
2. Instructors
3. Classes
4. Hazard Briefings

3.3.8   INJURY AND COMPENSATION CLAIMS (ICC). It is recommended the OWCP
Reporting Office, OWCP Agency Codes, and Manhours files be created at this
time.

3.3.9   HAZARDOUS DEFICIENCY ABATEMENT (HDA). It is recommended the
Inspector files be created at this time.

3.4   DATA FILE ENTRY. In order to assure quality control during creation
of the data base, additional support will be provided. The training and data
entry should begin immediately after the System's Management Training is com-
pleted. After a week of data entry, the training directory will be copied
into the production directory (INDUST). Refer to the NOHIMS Training and
Implementation Plan for a description of the course offered.

SECTION 4 - DAILY OPERATIONS AND CONTROL

4.0   OPERATIONS AND CONTROL. The computer should be left running 24 hours
a day. If the system is shut down for some reason, restart it as follows:

4.1   NORMAL BOOTING UP THE VAX. Make sure the console floppy is in floppy
drive 1.

1. Power up the fixed disk drive, system printer, and other
   peripherals. Turn on the console printer and terminal.

2. Insert a key into the lower key switch on the control panel of the processor. Turn the key clockwise to the Auto Start position. A green light next to auto start will be on.

3. Insert a key into the upper key switch on the control panel of the processor. Turn the key clockwise to the Enable position. A yellow light will come on.

4. Press the Control key and P at the console terminal.

5. Type H̲ <RETURN>

6. Type I̲ <RETURN>

7. Type B̲ <RETURN>

If MNET is installed the system may ask "Start which MNET configuration?" and the operator would respond with the configuration name that has been set up on the system. The System will proceed to boot up the system. A system job terminated message will appear when the system is up and running.

8. Turn the top key on the control panel of the central processing unit (CPU) to the secure position. Remove both keys and store in a secure place.

4.2 BACKING UP THE SYSTEM

4.2.1 BACKING UP THE FIXED DISK DRIVE

a. The console diskette should be in console drive 1.

b. Turn the upper key on the control panel of the CPU to the enable position.

c. Type CTRL/P at the console terminal to enter console mode.

d. >>>B/R5:E0000000 <RETURN>

e. Mount Removable Disk Pack into the RA60.

f. Press In [RUN STOP] Button.

g. Wait for READY light to go on.

h. Press In [WRITE PROTECT] button on the RA81.

i. At $, type:
   BACKUP/IMAGE/VERIFY/RECORD DUA0: DJA1:X.BCK/SAVE/INIT/LOG
   X stands for the current date ex. 20MAR87

j. Disable [WRITE PROTECT] button on the fixed disk drive.
   Depending on the amount of data on the fixed disk you may be asked to mount another pack or two.

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      k. When backup is complete, dismount the removable disk pack from
           the RA60. Make sure the pack(s) are properly labeled and stored
           in a safe place.

4.3   **NORMAL SYSTEM SHUTDOWN.** Usually the operator will want to shut down
the system, back it up, then bring it up again all in one process.

4.3.1   **BRING DOWN MVX AND OTHER SYSTEM FUNCTIONS.** At the $ prompt in the
System Manager account, type: @SYS$SYSTEM:SHUTDOWN. Follow the prompt
sequence using the Default values.

4.4   **SCHEDULING OF TASKS**

4.4.1   **TASKS MANAGER.** The Task Manager (TaskMan) runs as a "background" job
on the computer at all times. It appears as the 'ZTM' routine on the system
status report. Its function is to start up auxiliary jobs that are "queued"
by other jobs. For example, a user of the PRINT option in FileMan can ask for
an output to be queued to be run on a particular terminal at a particular
time. The TaskMan options are:
      o List TaskMan tasks
      o Restart TaskMan
      o Schedule/Unschedule option
For a detailed description of TaskMan, refer to the TaskMan documentation
written by the Veterans' Administration.

4.5   **ARCHIVING.** The most efficient method of archiving the volume of data
on the NOHIMS system is now under study.

4.6   **RECOVERY.** The procedure to recover from a previous backup is to
bring the system down and follow the procedure in 4.2.1 except:
      o You put the first disk pack of a previous backup into the RA60
         and spin it up.
      o You issue the following command instead of the backup command in
         4.2.1 "BACKUP/IMAGE/LOG/VERIFY/RECORD DJA1:*X.BCK/SAVE DUA0:/
         OWNER UIC=ORIGINAL."

If you have forgotten the name of the saveset name, in place of X.BCK, the operator can type an * which would be as follows:

"BACKUP/IMAGE/VERIFY/RECORD/LOG DJA1:*/SAVE DUAO:"

SECTION 5 - COMMUNICATION

5.1   BACKGROUND DEFENSE DATA NETWORK (DDN) INFORMATION. DDN is a packet switching communications network. NOHIMS will only be using MILNET - the unclassified portion of DDN.

5.2   ACCESS TO DDN. The two types of access to DDN are: 1) host access; and 2) terminal access controller.

5.2.1   HOST ACCESS OF DDN. To open a connection through the network from one host to another, a user must first "log in" to one of the hosts from a terminal. After logging in, a user may "open a connection" across the network to a second host. Once this connection is established, it is possible to log in to the remote host computer and work there; when the user finishes and logs out of the remote computer, the network connection is closed. You are back where you began, logged into the first host. In this way, with authorized access and a valid account, the user may access more than one computer.

5.2.2   TERMINAL ACCESS CONTROLLER (TAC) ACCESS. Another way of accessing the DDN network is to connect a hardwire of a dial-up terminal to a TAC, then log in to the TAC by providing a "USER ID" and "ACCESS CODE" (password). A TAC allows a wide variety of terminals to communicate with any host on the network without going through an intervening host. After logging in to the TAC, the host is reachable by specifying its host address. You must be a registered authorized user to obtain a User ID and Access Code.

5.2.3   REQUIREMENTS FOR LEGITIMATE DDN ACCESS. Only users who are engaged in U.S. Government business or applicable research, or who are directly in-volved in operations or systems support for government owned or government sponsored computer communications equipment, may access DDN. DDN users must not violate privacy or other applicable laws and should not use the networks for advertising or recruiting purposes without official permission.

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Unauthorized use of DDN is illegal. Persons who break into government
networks or use government resources without authorization will be prosecuted.
Hosts who permit this type of access will be disconnected from the DDN
network.

5.3   NON DDN COMMUNICATIONS

5.3.1   The Scholar Modem (DF 224) is the only "dial in" capability into your
computer and requires one twisted pair. All other circuits are dedicated,
four wire. The requirement for the Scholar Modem is that a single twisted
pair circuit be available.

         In conjunction with the Scholar Modem, there will be a remote service
console (RSC) that will be used by Digital Field Service to promptly analyze
any problems on your computer. The RSC will be hooked up to the Scholar
Modem. The RSC can be switched to be used by either remote terminals or by
Field Service. Prompt maintenance response is ensured by having this circuit
in place.

         The Clyde dial back software is linked to the Scholar Modem to ensure
secure access to your computer. It can inform the system operator when and by
whom access to the computer was made and also require access to the computer
by those users who have had their user name and telephone number entered into
the system.

5.3.2   SHORT DISTANCE. Most of the communications between users and the
computer will be local communications provided by dedicated, four wire cir
cuits connected from the user's device to the host computer. Each user's
building will be evaluated as to the number of user devices and proximity to
the computer. Either statistical multiplexers (DFM series), multiplexers (MVX
10000), modems (DF 126), or a combination of these will be used to make the
connection.

5.3.3   LOCAL NAVSEA HOST TO LOCAL NAVMED HOST. If your site is a site that
has the Navy Medical Command (NOHIMS) system being interfaced with the Naval
Sea Systems Command (NAVSEA) Occupational Safety and Health Recordkeeping
System (OSHRKS), there is a further requirements to have two dedicated, four
wire lines connected between the computers. If also may require a line

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booster on each of these circuits to maintain line speeds. NAVSEA is responsible for the communication between computers.

SECTION 6   SYSTEM FAILURES AND ENHANCEMENTS

6.1   SITE MANAGER'S ASSISTANCE PROCEDURES. When a problem occurs, it can be of four types: hardware, system software, application software, or communications. It is extremely important to determine which of these areas must be corrected so the proper person may be contacted. It is recommended that the site manager survey the situation before calling for assistance.

SECTION 7   OTHER SYSTEM SOFTWARE

7.1   MAILMAN. Mailman is an integrated software package available as part of the Kernel which supports individual, group, and private forms of electronic communications between users, application packages, and FileMan activities. Mailman facilitates many opportunities for improved communications between the users. The options available through the Mailman program include:

- o Send Mail
- o Read Mail
- o New Mail and Responses

The SEND MAIL option allows the user to communicate a message to an individual or group of users. The message is delivered with the following specifications: test of your message, whom mail will be sent to, whether confirmation of message is necessary, and whether response(s) to message is shared by specified users.

The READ MAIL option allows the user to handle his/her mail. The user can read individual messages and subsequent responses from any of his/her mail boxes. The user can view a list of his mail including subject and originator of the message. Individual messages and/or groups of messages may be deleted from a basket to prevent the accumulation of obsolete mail. Users may share responses to the message with other users to facilitate dialogue regarding any given topic.

The NEW MAIL AND RESPONSES option will allow users to scan all of their mailboxes and view a display of messages and responses which have not been read.

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7.2   **M/FORM.** M/Form is a proprietary InterSystems software product that provides a system for creating, editing, and managing screen forms.

7.3   **MULTIWORD.** Multiword is the MUMPS based word processing package available on the system. It is available with a spell checker and is proprietary software of InterSystems.

APPENDIX A

KERNEL INITIALIZATION PROCEDURES

This version (#5.01) of 'XUPDINIT' was created on November 12, 1986 to set up for you the following files:

3	USER
3.081	SIGN-ON LOG
3.1	TITLE (INCLUDING DATA)
3.2	TERMINAL TYPE (INCLUDING DATA) WITH DATA
	WANT MY DATA ADDED IN TO YOURS? YES// (YES)
3.4	COMMUNICATIONS PROTOCOL
3.5	DEVICE
3.51	SPOOL DOCUMENT
3.6	BULLETIN
3.7	MAIL BOX
3.8	MAIL GROUP
3.9	MESSAGE
4.2	DOMAIN
4.3	KERNEL SITE PARAMETERS
4.4	MAILMAN TIME ZONE (INCLUDING DATA)
9.2	HELP FRAME
9.4	PACKAGE (INCLUDING DATA)
9.8	ROUTINE
19	OPTION
19.1	SECURITY KEY
40.5	HOLIDAY

FIRST, I'LL FRESHEN UP YOUR VA FILEMAN. . . .

VA Fileman V.17.07
SITE NAME: (Enter Site Name)
SITE NUMBER: (Enter Site Number)
-- SORRY, JUST A MOMENT PLEASE.....................................
TYPE OF MUMPS PACKAGE YOU ARE USING: M/VX

INITIALIZATION COMPLETED!

NOTE: THIS PACKAGE ALSO CONTAINS BULLETINS
NOTE: THIS PACKAGE ALSO CONTAINS SORT TEMPLATES
NOTE: THIS PACKAGE ALSO CONTAINS INPUT TEMPLATES
NOTE: THIS PACKAGE ALSO CONTAINS PRINT TEMPLATES
NOTE: THIS PACKAGE ALSO CONTAINS FUNCTIONS
NOTE: THIS PACKAGE ALSO CONTAINS HELP FRAMES
NOTE: THIS PACKAGE ALSO CONTAINS OPTIONS
NOTE: THIS PACKAGE ALSO CONTAINS ROUTINE DOCUMENTATION NOTES
NOTE: THIS PACKAGE ALSO CONTAINS SECURITY KEYS

ARE YOU SURE EVERYTHING'S OK? Y (YES)
Do you want to remove any "Dangling Pointers' from your OPTION File? Y//
<RETURN>

PLEASE WAIT while I check this out . . .
Your OPTION File is OK (no bad pointers).

...SORRY, I'M WORKING AS FAST AS I CAN ....
'XM-Q DELETE' Help Frame Filed.
'XM-Q-DISAPPEARED' Help Frame Filed.
'XM-Q-INTERRUPT' Help Frame Filed.
'XM-Q-LOOKUP' Help Frame Filed.
'XM-Q-RECAL' Help Frame Filed.
'XM-Q-REMOVE' Help Frame Filed
'XM-Q-REPLIES' Help Frame Filed.
'XM-QUESTIONS' Help Frame Filed.
'XMEDIT' Help Frame Filed
'XMHELP' Help Frame Filed.
'XMHELP2' Help Frame Filed.
'XMJOIN' Help Frame Filed.
'XMMAILGROUP' Help Frame Filed.
'XMMG-TYPE' Help Frame Filed.
'XMNEW' Help Frame Filed.
'XMR-ACT-BACK' Help Frame Filed.
'XMR-ACT COY' Help Frame Filed.
'XMR-ACT'DELETE' Help Frame Filed.

'XMR ACT-EDIT' Help Frame Filed.
'XMR ACT FORWARD' Help Frame Filed.
'XMR-ACT-NEW' Help Frame Filed.
'XMR-ACT-PRINT' Help Frame Filed.
'XMR-ACT-QUERY' Help Frame Filed.
'XMR-ACT-REPLY' Help Frame Filed.
'XMR-ACT-SAVE' Help Frame Filed.
'XMR-ACT-TERM' Help Frame Filed.
'XMR-ACTION' Help Frame Filed.
'XMR-ACTION2' Help Frame Filed.
'XMR-BASKET' Help Frame Filed.
'XMR-MESS-HEADER' Help Frame Filed.
'XMR-MESS-KEYWORD' Help Frame Filed.
'XMR-MESS-RANGE' Help Frame Filed.
'XMR-MESSAGE' Help Frame Filed.
'XMREAD' Help Frame Filed.
'XMS-RECIP-CONFIDENT' Help Frame Filed.
'XMS-RECIPIENT' Help Frame Filed.
'XMS-TEXT' Help Frame Filed.
'XMS-TRANS' Help Frame Filed.
'XMS-TRANS-CONFIRM' Help Frame Filed.
'XMS-TRANS-EDIT' Help Frame Filed.
'XMS-TRANS-SCR-HINT' Help Frame Filed.
'XMS-TRANS-SCR-PASS' Help Frame Filed.
'XMS-TRANS-SCRAMBLE' Help Frame Filed.
'XMSEND' Help Frame Filed.
'XMUOPT-ASKBASKET' Help Frame Filed.
'XMUOPT-BANNER' Help Frame Filed.
'XMUOPT-INTRO' Help Frame Filed.
'XMUOPT SUR-ASSIGN' Help Frame Filed.
'XMUOPT-SUR-ASSUME' Help Frame Filed.
'XMUOPT-SURROGATE' Help Frame Filed.
'XMUSEROPT' Help Frame Filed.
'XQ-USER-AUTOMATIC' Help Frame Filed.
'XQ-USER-AUTOMENU' Help Frame Filed.
'XQ USER JUMP' Help Frame Filed.

'XQ-USER-LOCKS' Help Frame Filed.

'XQ-USER-MENU' Help Frame Filed.

'XQ-USER-000' Help Frame Filed.

'XQ-USER-PATLKUP' Help Frame Filed.

'XQ-USER-PATLKUP-EX' Help Frame Filed.

'XQ-USER-PROTIMES' Help Frame Filed.

'XQ-USER-QMARK' Help Frame Filed.

'XQ-USER-SELECTOPT' Help Frame Filed.

'XQ-USER-SIGNON' Help Frame Filed.

'XQ-USERHELP' Help Frame Filed.

'XQBUILDTREE' Help Frame Filed.

'XQBUILDTREE-VER' Help Frame Filed.

'XQDEVICE-PASSWORDS' Help Frame Filed.

'XQDIAGRAM' Help Frame Filed.

'XQEDIT' Help Frame Filed.

'XQHELP' Help Frame Filed.

'XQHELP-ASSIGNEDITOR' Help Frame Filed.

'XQHELP-ASSIGNEDITOR-H' Help Frame Filed.

'XQHELP-ASSIGNEDITOR-U' Help Frame Filed.

'XQHELP-BUILD' Help Frame Filed.

'XQHELP-DISP' Help Frame Filed.

'XQHELP-DISP-EP' Help Frame Filed.

'XQHELP-FILE' Help Frame Filed.

'XQHELP-LINK' Help Frame Filed.

'XGHELP-LIST' Help Frame Filed.

'XQHELP-LIST-FORMAT' Help Frame Filed.

'XQHELP-MOREOPT' Help Frame Filed.

'XQHELP-NEWFRAMES' Help Frame Filed.

'XQHELP-XREF' Help Frame Filed.

'XQINQUIRE' Help Frame Filed.

'XQKEYALLOCATE' Help Frame Filed.

'XQKEYALLOCATE-HOLDER' Help Frame Filed.

'XQKEYALLOCATE-KEY' Help Frame Filed.

'XQKEYEDIT' Help Frame Filed.

'XQLOCKS' Help Frame Filed.

'XQMENUMAN' Help Frame Filed.

'XQOPTWHO' Help Frame Filed.

'XQPRIMENU' Help Frame Filed.

'XQRESTRICT' Help Frame Filed.

'XQRESTRICT LOCK' Help Frame Filed.

'XQRESTRICT-OOO' Help Frame Filed.

'XQRESTRICT OPTION' Help Frame Filed.

'XQRESTRICT-PRIORITY' Help Frame Filed.

'XQRESTRICT-TIMES' Help Frame Filed.

'XQSECMENU' Help Frame Filed.

'XQXREF' Help Frame Filed.

'XQXREF-DELUNREF' Help Frame Filed.

'XQXREF-PACKAGE' Help Frame Filed.

'XUAOLDPURGE' Help Frame Filed.

'XUCONTINUE' Help Frame Filed.

'XUEDITSELF' Help Frame Filed.

'XUHALT' Help Frame Filed.

'XUS UCI UPDATE' Help Frame Filed.

'XUSER-TEST' Help Frame Filed.

'XUSITEPARAM' Help Frame Filed.

'XUSITEPARAM-AUTOCODE' Help Frame Filed.

'XUSITEPARAM-LIMITACCESS' Help Frame Filed.

'XUSITEPARAM-USEREDIT' Help Frame Filed.

'XUSITEPARAM-VERIFYLIFE' Help Frame Filed.

'XUUSER DEACT' Help Frame Filed.

'XUUSER-INQ' Help Frame Filed.

'XUUSER MENU' Help Frame Filed.

'XUUSER-PURGEATT' Help Frame Filed.

'XUUSER PURGEATT-VER' Help Frame Filed.

'XUUSERSTATUS' Help Frame Filed.

'XUVERSION5-MGR' Help Frame Filed.

'XUVERSION5-MGR2' Help Frame Filed.

'XUVERSION5-USER' Help Frame Filed.

'XUVERSION5-USER DISP' Help Frame Filed.

'XUVERSION5 USER MM' Help Frame Filed.

'XUVERSION5 USER-PER' Help Frame Filed.

'XUVERSION5 USER-SIGNON' Help Frame Filed.

'XUVERSION5-USER-XUCOMMAND' Help Frame Filed.

'XUVERSION5-USER2' Help Frame Filed.

'DICHANGE' BULLETIN FILED -- REMEMBER TO ADD ITS USER GROUPS

'XM BANNER MESSAGE' BULLETIN FILED   REMEMBER TO ADD ITS USER GROUPS

'XMDATANO' BULLETIN FILED -- REMEMBER TO ADD ITS USER GROUPS

'XMMISS' BULLETIN FILED   REMEMBER TO ADD ITS USER GROUPS

'XMNEWBUL' BULLETIN FILED -- REMEMBER TO ADD ITS USER GROUPS

'XMNEWUSER' BULLETIN FILED -- REMEMBER TO ADD ITS USER GROUPS

'XMQFAIL' BULLETIN FILED -- REMEMBER TO ADD ITS USER GROUPS

'XMRDACK' BULLETIN FILED -- REMEMBER TO ADD ITS USER GROUPS

'XMRDNAK' BULLETIN FILED   REMEMBER TO ADD ITS USER GROUPS

'XMREPNAK' BULLETIN FILED - REMEMBER TO ADD ITS USER GROUPS

'XMTEST' BULLETIN FILED -- REMEMBER TO ADD ITS USER GROUPS

'XMTFAIL' BULLETIN FILED   REMEMBER TO ADD ITS USER GROUPS

'XMUSERNO' BULLETIN FILED   REMEMBER TO ADD ITS USER GROUPS

'XMVADABORT' BULLETIN FILED -- REMEMBER TO ADD ITS USER GROUPS

'XUPROGMODE' BULLETIN FILED -- REMEMBER TO ADD ITS USER GROUPS

'XUS ACCESS CODE VIOLATION' BULLETIN FILED -- REMEMBER TO ADD ITS USER GROUPS

'XUSECURITY' BULLETIN FILED - REMEMBER TO ADD ITS USER GROUPS

'XUSIGNON' BULLETIN FILED -- REMEMBER TO ADD ITS USER GROUPS

'XUSLOCK' BULLETIN FILED -- REMEMBER TO ADD ITS USER GROUPS

'XUSTIME' BULLETIN FILED -- REMEMBER TO ADD ITS USER GROUPS

'DIEDIT' Menu Option Filed

'DIINQUIRE' Menu Option Filed

'DILIST' Menu Option Filed

'DIMODIFY' Menu Option Filed

'DIPRINT' Menu Option Filed

'DISEARCH' Menu Option Filed

'DISTATISTICS' Menu Option Filed

'DITRANSER' Menu Option Filed

'DIUSER' Menu Option Filed

'DIUTILITY' Menu Option Filed

'DIWP' Menu Option Filed

'FVE' Menu Option Filed

'XMASSUME' Menu Option Filed

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'XMAUTOPURGE' Menu Option Filed
'XMBANNER' Menu Option Filed
'XMCHRIS' Menu Option Filed
'XMCLEAN' Menu Option Filed
'XMDIE SERVER' Menu Option Filed
'XMDX' Menu Option Filed
'XMDXERROR' Menu Option Filed
'XMDXMODEM' Menu Option Filed
'XMDXNAME' Menu Option Filed
'XMDXPROT' Menu Option Filed
'XMDXSCRIPT' Menu Option Filed
'XMDSERVER' Menu Option Filed
'XMDXSMTP' Menu Option Filed
'XMDXVADATS' Menu Option Filed
'XMECHO' Menu Option Filed
'XMEDITBUL' Menu Option Filed
'XMEDITMG' Menu Option Filed
'XMEDITUSER' Menu Option Filed
'XMENROLL' Menu Option Filed
'XMHELP' Menu Option Filed
'XMHELPALL' Menu Option Filed
'XMHELPGROUP' Menu Option Filed
'XMHELPQUEST' Menu Option Filed
'XMHELPUSER' Menu Option Filed
'XMINIT' Menu Option Filed
'XMLIST' Menu Option Filed
'XMMGR' Menu Option Filed
'XMNET' Menu Option Filed
'XMNEW' Menu Option Filed
'XMPACK' Menu Option Filed
'XMPCOM' Menu Option Filed
'XMPDAT' Menu Option Filed
'XMPGLO' Menu Option Filed
'XMPINS' Menu Option Filed
'XMPOST' Menu Option Filed
'XMPPRT' Menu Option Filed
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'XMPRECV' Menu Option Filed

'XMPROU' Menu Option Filed

'XMPSUM' Menu Option Filed

'XMPURGE' Menu Option Filed

'XMODISP' Menu Option Filed

'XMREAD' Menu Option Filed

'XMXCRIPTEDIT' Menu Option Filed

'XMSCRIPTPLAY' Menu Option Filed

'XMSEND' Menu Option Filed

'XMSITE' Menu Option Filed

'XMSTAT' Menu Option Filed

'XMUSER' Menu Option Filed

'XMVADATS' Menu Option Filed

'XMSET' Menu Option Filed

'XMVSET' Menu Option Filed

'XMVTEST' Menu Option Filed

'XQBUILDTREE' Menu Option Filed

'XQHELP-ASSIGN' Menu Option Filed

'XQHELP-DEASSIGN' Menu Option Filed

'XQHELP-DISPLAY' Menu Option Filed

'XQHELP-LIST' Menu Option Filed

'XQHELP-MENU' Menu Option Filed

'XQHELP-UPDATE' Menu Option Filed

'XQHELP-XREF' Menu Option Filed

'XOOPTFIX' Menu Option Filed

'XQRESTRICT' Menu Option Filed

'XQUSERKEYINO' Menu Option Filed

'XU BLOCK COUNT' Menu Option Filed

'XU FIRST LINE PRINT' Menu Option Filed

'XUAUTODEACTIVATE' Menu Option Filed

'XUCHANGE' Menu Option Filed

'XUCOMMAND' Menu Option Filed

'XUCONTINUE' Menu Option Filed

'XUCORE' Menu Option Filed

'XUDFV' Menu Option Filed

'XUDISPLAY' Menu Option Filed

'XUEDITOPT' Menu Option Filed
'XUERTRAP' Menu Option Filed
'XUHALT' Menu Option Filed
'XUINQUIRE' Menu Option Filed
'XUKEYALL' Menu Option Filed
'XUKEYDEALL' Menu Option Filed
'XUKEYEDIT' Menu Option Filed
'XULIST' Menu Option Filed
'XUMAINT' Menu Option Filed
'XUOPTWHO' Menu Option Filed
'XUOUT' Menu Option Filed
'XUPRGL' Menu Option Filed
'XUPRINT' Menu Option Filed
'XUPROG' Menu Option Filed
'XUPROGMODE' Menu Option Filed
'XUPRROU' Menu Option Filed
'XUPSEC' Menu Option Filed
'XURELOG' Menu Option Filed
'XURESJOBDSM' Menu Option Filed
'XURESJOBISM' Menu Option Filed
'XUROUTINE IN' Menu Option Filed
'XUROUTINE OUT' Menu Option Filed
'XUSC LIST' Menu Option Filed
'XUSCZONK' Menu Option Filed
'XUSER' Menu Option Filed
'XUSERAOLD' Menu Option Filed
'XUSERCLR' Menu Option Filed
'XUSERDEACT' Menu Option Filed
'XUSEREDIT' Menu Option Filed
'XUSEREDITSELF' Menu Option Filed
'XUSERINQ' Menu Option Filed
'XUSERINT' Menu Option Filed
'XUSERLIST' Menu Option Filed
'XUSERNEW' Menu Option Filed
'XUSERPURGEAIT' Menu Option Filed
'XUSERREACT' Menu Option Filed

'XUSERREL' Menu Option Filed

'XUSITEMGR' Menu Option Filed

'XUSITEPARM' Menu Option Filed

'XUSPY' Menu Option Filed

'XUSTATUS' Menu Option Filed

'XUTERM' Menu Option Filed

'XUTESTUSER' Menu Option Filed

'XUTIME' Menu Option Filed

'XUTIO' Menu Option Filed

'XUTLOOPBACK' Menu Option Filed

'XUTTEST' Menu Option Filed

'XUUSERACC' Menu Option Filed

'XUUSERDISP' Menu Option Filed

'XUUSERHELP' Menu Option Filed

'XUUSERSTATUS' Menu Option Filed

'XUVERSION5-HELP' Menu Option Filed

'XUXREF' Menu Option Filed

'ZEXPORT' Menu Option Filed

'ZINDEX' Menu Option Filed

'ZISPLDELETE' Menu Option Filed

'ZISPLLIST' Menu Option Filed

'ZISPLMGR' Menu Option Filed

'ZISPLPRINT' Menu Option Filed

'ZRD' Menu Option Filed

'ZTMCLEAN' Menu Option Filed

'ZTMINQ' Menu Option Filed

'ZTMMGR' Menu Option Filed

'ZTMRESTART' Menu Option Filed

'ZTMSCHEDULE' Menu Option Filed

NO SECURITY-CODE PROTECTION HAS BEEN MADE

Select KERNEL SITE PARAMETERS DOMAIN NAME: WASHINGTON, VA WASHINGTON.VA.GOV

   ARE YOU ADDING A NEW KERNEL SITE PARAMETERS (THE 1ST)? Y (YES)

   KERNEL SITE PARAMETERS NUMBER: 1//

TIME ZONE: Y

APPENDIX B

NOHIMS SECURITY QUESTIONNAIRES

MEDICAL COMPONENT USER AND PROVIDER QUESTIONNAIRE

USER NAME (LAST, FIRST, MI., TITLE)	CLASSIFICATION NAME	ID CODE	ACKNOWL. NAME

Page ___ of ___

Site: _____   Date: _____

Completed by: _____   Work Phone #: _____

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CLASSIFICATION LIST

001 – System Manager

099 – Programmer

100 – Occupational Health Physician

200 – Occupational Health Nurse

300 – Occupational Health Technician

500 – Data Entry

Site: _____   Date: _____

Completed by: _____   Work Phone #: _____

MEDICAL COMPONENT
CLASSIFICATION FILE OPTION SELECTION QUESTIONNAIRE

Classification # _____

	ACCESS REQUIRED		
REGISTRATION	ALL____	NONE____	SOME____
Patient Registration/Edit			_____
Display Registration			_____
ENTER MEDICAL DATA	ALL____	NONE____	SOME____
Encounter			_____
Lab Results			_____
Medical Edit			_____
DISPLAY MEDICAL DATA	ALL____	NONE____	SOME____
List Encounters			_____
Encounter Report			_____
Most Recent Encounter			_____
Patient Summary			_____
Status Report			_____
Index Patient			_____
Flowchart			_____
Interactive Flowchart			_____
Registration Data Check			_____
PRINT MEDICAL DATA	ALL____	NONE____	SOME____
Daily Encounter Reports			_____
Halt Daily Encounter Report on Printer			_____
Special Print			_____
Blank Forms			_____
Completed Forms			_____

COSTAR REPORT GENERATOR	ALL	NONE	SOME
Create/Edit Report			____
Run/Restart Report			____
Print Tables in Working Storage			____
Edit Management Reporting Variable Directory			____
List Management Reporting Variable Directory			____
Delete/Rename Report			____
File Cleanup			____
Write Report List			____
Build Alpha File			____

SYSTEM MAINTENANCE	ALL	NONE	SOME
Transaction Control			____
Security			____
Directory			____
Registration Functions			____
Medical Data Functions			____
Zip Code Edit			____
Recovery			____
Job Queue Functions			____
User Profile			____
COSTAR Directory Code Review			____

MAILBOX	ALL	NONE	SOME
Send Mail			____
Print Mail			____
Delete Mail			____

Site: _____   Date: _____

Completed by: _____   Work Phone #: _____

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MEDICAL COMPONENT

DEVICE IDENTIFICATION AND RESTRICTION QUESTIONNAIRE

Line Number _____

Location _____

Cursor Type _____

Line Length _____

Lines/Page _____

Device Type

_____ Softcopy   _____ Hardcopy

Startup Mode

_____ Normal   _____ Programmer

Access Required

	ALL	NONE	SOME
REGISTRATION	___	___	___
Patient Registration/Edit			___
Display Registration			___
ENTER MEDICAL DATA	___	___	___
Encounter			___
Lab Results			___
Medical Edit			___
DISPLAY MEDICAL DATA	___	___	___
List Encounters			___
Encounter Report			___
Most Recent Encounter			___
Patient Summary			___
Status Report			___
Index Patient			___
Flowchart			___
Interactive Flowchart			___
Registration Data Check			___
PRINT MEDICAL DATA	___	___	___
Daily Encounter Reports			___
Halt Daily Encounter Report on Printer			___
Special Print			___
Blank Forms			___
Completed Forms			___

COSTAR REPORT GENERATOR	ALL	NONE	SOME
Create/Edit Report			
Run/Restart Report			
Print Tables in Working Storage			
Edit Management Reporting Variable Directory			
List Management Reporting Variable Directory			
Delete/Rename Report			
File Cleanup			
Write Report List			
Build Alpha File			

SYSTEM MAINTENANCE	ALL	NONE	SOME
Transaction Control			
Security			
Directory			
Registration Functions			
Medical Data Functions			
Zip Code Edit			
Recovery			
Job Queue Functions			
User Profile			
COSTAR Directory Code Review			

MAILBOX	ALL	NONE	SOME
Send Mail			
Print Mail			
Delete Mail			

Site: _____   Date: _____

Completed by: _____   Work Phone #: _____

INDUSTRIAL HEALTH COMPONENT
DEVICE LOCATION PLANNING QUESTIONNAIRE

Title: Device Location Planning Worksheet	Site/Office:	
1. TYPE OF DEVICES	MODEL	QUANTITY
CRT	CIE 224+	
Plotter/Printer	FUJ DL2400	
Graphics Terminal	TEKTR 4106	
Plotter	LCP01	
Letter Quality Printer	StarWriter F10/55	
Line Printer 300 LPM	LP11-BA	
Line Printer 600 LPM		

LOCATION OF DEVICES:
List Device Type and Location. Separate Device Type and Location with a slash
(/). Location should include SITE, LOCATION, SUBLOCATION, AREA as used in the
NOHIMS system. EXAMPLE: CRT/PT, B143, R502

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

Site: _____   Date: _____

Completed by: _____   Work Phone #: _____

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INDUSTRIAL HEALTH COMPONENT
USER SECURITY AND OPTION QUESTIONNAIRE

User Name: _____

Access Code: _____

Position: _____

MODULE	MENU LEVEL		MENU OPTION	
	User	Manager	Access Required Input Output Options Options	
Administration	___	___	___	___
Environmental Exposure	___	___	___	___
Hazardous Material Control	___	___	___	___
Medical Exam Scheduling	___	___	___	___

Site: _____ Date: _____

Completed by: _____ Work Phone #: _____

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APPENDIX C

NOBIMS DATA COLLECTION QUESTIONNAIRES

The following list contains names of all files that are necessary to initially start the NOHIMS system. A yes or no will indicate whether or not data will come with the system implementation.

FILE NAME	COMES W/DATA	WHO DEFINES DATA
Employee	No	Manager
Agency Unit	No	Manager
Location	No	Manager
Site	No	Manager
Operation	Yes	System
Operation Class	Yes	System
Occupation	Yes	System
Supervisory Level	Yes	System
State	Yes	System
Nature of Injury	Yes	System
Body Part	Yes	System
Cause of Injury	Yes	System
Source of Injury	Yes	System
Source of Deficiency	Yes	System
Stressor	Yes	System
Walkthrough	No	User
Sample Survey	No	User
Sampling Tools	No	User
Sampling Strategy	Yes	User
Sample Unit	Yes	Manager
Vent Source	No	User
Vent System	No	User
Ventilation Survey	No	User
Monitoring Plan	No	User
Boundary	No	User
Survey Action	No	User
Survey Monitor	No	Manager
Survey Number	No	System
Samp Progress	No	System
Over MSAL Results	No	System
Deficiency	No	User
Injury	No	User
Stressor Class	Yes	System
Organization Level	Yes	System
Counters	No	System
Product	No	Manager
Exposure Notices	Yes (3 ex.)	System
Collection Instrument Type	Yes	System
Collection Instrument	Yes	System
Equipment Storage Location	No	Manager
Respirators	Yes	System
Personal Protective Equipment	Yes	System
Frequency of Operations	Yes	System
Lab Tracking	No	User
Laboratories (Outside)	No	Manager
Accident	Yes	System
Adjudication Status	Yes	System
Agent of Accident	Yes	System
Claim Type	Yes	System

Injury Log Update	No	User
OSHA Injury Codes	Yes	System
OWCP Agency Codes	No	User
Course Catalog	No	Manager
OWCP Reporting Office	No	Manager
Class Schedule	No	Manager
Pay Status	Yes	System
Instructor	No	Manager
Interested Codes	No	Manager
Manhours	No	User
Hazard Briefing	No	User
Training Control	No	User
Data Sheets Requests	No	User
Ingredient Exception Report	No	System
Ingredients	No	User
Hazardous Material Control	No	Manager
Material Location	No	Manager
Materials	No	Manager
New Stock Numbers	No	Manager
HMIS Errors	No	System
HMIS Update	No	Manager
Calibration Agency	No	Manager
Medical Appointment	No	User
Medical Appointment History	No	Manager
Reason for Medical Visit/Exam	Yes	System
Medical Program Tests	Yes	System
Pre-Exam Instructions	Yes	System
Clinic	No	Manager
Medical Appointment Scheduling	No	User
Appointment Notices	Yes	User
Program Changes	No	Manager
Deficiency Notices	No	Manager
Deficiency Type Table	Yes	System
Inspector	No	Manager
Control	No	User
Medical Program	Yes	System
NCPDS Transactions	No	Manager
NCPDS Edits	No	Manager

NOHIMS SELECTION QUESTIONNAIRE

Indicate by a check in the appropriate column the application software package to be installed at your site.

	YES	NO
INDUSTRIAL HEALTH COMPONENT MODULES		
ADMINISTRATION	___	___
ENVIRONMENTAL EXPOSURE	___	___
HAZARDOUS MATERIALS CONTROL	___	___
MEDICAL EXAM SCHEDULING	___	___
MEDICAL COMPONENT	___	___

SITE QUESTIONNAIRE

SITE: (3-30 characters) Name of a general geographic area. Example: Puget Sound Naval Shipyard

ABBREVIATION: (2-4 characters) Example: PSNS

SITE NAME	SITE ABBREVIATION

The Site File contains an entry for each geographic area in which the agency or agencies conduct operations. Each satellite area must have a separate site setup.

Site: _____   Date: _____

Completed by: _____   Phone: _____

LOCATION QUESTIONNAIRE

The Location File contains an entry for each geographic unit within a site.
The attachment shows examples of some data conventions.

SITE (must match entry in Site File): _____

LOCATION: _____

SUB-LOCATION: _____

AREA: _____

NOTE: New locations can be added as needed. Only the major locations need to
be set up for use when creating the Agency File.

Site: _____   Date: _____

Completed by: _____   Phone: _____

FIELDS	DESCRIPTION	CONVENTION	EXPLANATION
SITE	Must match entry in Site File		
LOCATION	2-10 characters	B#	Building123
		S#	Ship/Barge123
		DD	Dry Dock
		C#	Crane123
		V#	Vehicle123
		M#	Manhole123
		O/x	Outside/B123
			Outside/M123

NOTE: Buildings with redundant numbers may be distinguished by adding an additional identifying character (B123N, B123S, etc.).

SUB-LOCATION	2-10 characters	R#	Room123
		F#	Floor1 (First floor)
			Floor0 (Basement)
		T#	Tunnel123
		C#	Compartment123
		CT	Tank in Ship
		RT	Tank in a Building

AREA	Free Text		

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CLINICS QUESTIONNAIRE

Clinic Name: _____   _____

Clinic Abbreviation: _____

Qualification Grace Period: _____

Schedule Grace Period: _____

Missed Appointment Removal Number: _____

Cost Accounting Flag: _____

Shipyard Travel Time: _____

Next Month to be Scheduled: _____

Start of Clinic Day: _____   End of Clinic Day: _____

Length of Time Slots: _____

Answer to the following questions will assist us in recommending what type of scheduling would work best at your site.

1. Approximately how many employees are seen in the clinic monthly? _____

2. Indicate the way scheduling is currently being performed at your clinic. If either is inappropriate briefly describe how employees are currently being scheduled. _____.

    a. Currently the clinic generates a suggested schedule which includes appointment times and a list specifying employees needing medical surveillance exams for each shop. The shop then determines who is available to come to the clinic during that week or month.

    b. The clinic sends a list of names to the shop and the employees are responsible for calling the clinic to set up an appointment.

    c. We don't currently use either of these methods. Our method is: the clinic sends each employee involved in the medical surveillance program an appointment notice which includes the time he/she has a scheduled appointment at the clinic.

Site: _____   Date: _____

Completed by: _____   Phone: _____

DATA ELEMENTS IN THE CLINICS FILE

The following is a list of data elements contained in the subject file.
Included is a brief description of the elements and examples.

DATA ELEMENT	DESCRIPTION	EXAMPLES
Clinic Name	Clinic name must be 3-50 characters in length. The first few letters should be unique for fast look-up.	Portsmouth Branch Clinic
Clinic Abbreviation	First letter of each word of Clinic Name	PNMC
Qualification Grace Period	Number of days allowed after the Date Next Exam before employee automatically is considered "Not Qualified"	2
Schedule Grace Period	Number of days allowed to lapse before a scheduled appointment is determined to be missed.	2
Missed Appointment Removal Number	Number of appointments a patient may miss before the system automatically makes him not qualified for the programs to which he is enrolled.	2
Cost Accounting Flag	Indicates whether or not an estimated cost of clinic visits is generated. User must select from the following options: "1" Cost Accounting to be tracked; "0" No tracking of cost accounting.	0
Shipyard Travel Time	Number between 0 and 60 minutes for the round trip between work and clinic.	30
Next Month to be Scheduled	Month and year for the next schedule to be run.	01/87
Start of Clinic Day	Enter time of day at which the clinic generally starts appointments.	0700
End of Clinic Day	Enter the time of day at which the clinic expects to be finished.	1600
Length of Time Slots	Number of minutes per exam. User must choose from the following: "15" 15 minutes; "20" 20 minutes; "30" 30 minutes; "60" 60 minutes; "1" for 1 day	15

ORGANIZATIONAL LEVEL FILE

This file will be set up with Site Manager, using copies of the organizational
level charts for the agencies to be created at the site.

AGENCY CODE/ABBREVIATION: _____

NAME OF AGENCY: _____

LEVEL: _____

SITE OF AGENCY: _____

CIVILIAN _____   MILITARY_____   BOTH_____

CLINIC: _____

EFFECTIVE DATE: _____

MAIL STOP: _____

UTC: _____

Site: _____   Date: _____

Completed by: _____   Work Phone: _____

UNITS WITHIN AGENCY QUESTIONNAIRE

UNIT CODE/ABBREVIATION: _____

UNIT NAME: _____

LEVEL (select entry from Organizational Level File): _____

ASCENDANT UNIT (to what unit does this unit report): _____

AT OFFICE/DEPARTMENT LEVEL? (Y=YES, N=NO): _____

EFFECTIVE DATE: _____ MAIL STOP: _____

SITE OF UNIT (select entry from Site File): _____

UNIT LOCATION (see directions with Location File): _____

Site: _____ Date: _____

Completed by: _____ Work Phone: _____

DATA ELEMENT	DESCRIPTION	EXAMPLES
AGENCY CODE ABBREVIATION	Unit Code as assigned by NCPDS or NACMIS	06
NAME	Answer must be 2-60 characters in length. Full name of the Agency unit.	Occupational Safety & Health Office
LEVEL	Unit level within the Agency hierarchy. Select from Organizational Level File	1A, 1S, 1F, etc.
SITE OF AGENCY UNIT	Site of the Agency. Select entry from Site file.	Puget Sound Naval Shipyard
CLINIC	Clinic to which the Agency is assigned. Select entry from Clinic File.	Branch Clinic PSNS
EFFECTIVE DATE	Date when agency was established. Be certain that the date you enter here is the earliest date for any employee in the agency.	8/18/43
MAIL STOP	Answer must be 2-30 characters in length. This is for mailing purposes.	106
UIC	Unit Identification Code - answer must be 3-8 characters in length. Must match UIC on NCPDS or NACMIS tape.	55323
ASCENDANT UNIT	This is for the code of the supervisory unit.	04
OFFICE/ DEPARTMENT	Is this unit at the office or department level; answer Yes or No.	Y

LOCAL OPERATIONS QUESTIONNAIRE

CODE: _____   NAME: _____

CLASS: _____   SUBCLASS: _____

NOTE: This questionnaire is optional. Sites should not change any of the existing entries. Operations not fitting into existing categories may be added locally according to the instructions on the following sheet.

The dictionary for this file was established by a Technical Representative. The purpose is to categorize operations. The point of contact for this file is:

> Marty Healy
> NEHC, Professional Support Branch
> Naval Station
> Norfolk, VA 23511
> AUTOVON 564-4657
> Commercial (804) 444-4657

Site: _____   Date: _____

Completed by: _____   Work Phone: _____

Each Operation entry contains four fields: Code, Name, Class, and Subclass.

The Operation Code consists of elements that relate directly to the other three elements:

In the example below:
    IND stands for Industrial
    001 stands for Welding
    01 stands for Arc

              CODE   FULL NAME

    IND-011-01   Industrial   Welding   Arc
        | | | (equates with:) | | |
        | | | | | |
        | | |__ (Sub-class | | |____ Sub-Class
        | | | |
        | |_____ (Class) | |_____ Class
        | |
        |_____ (Name) |_____ Name

If an adequate operation does not exist, and the pre-assigned subclass of "NOT ELSEWHERE CLASSIFIED" is not appropriate, the individual user has the option of adding limited operation subclasses to meet site-specific needs.

If the user does add an operation subclass, the sub-class code must be one or two alpha character(s) to indicate it is a site-specific operation subclass code.

Example: "RND-000-A" -   for a distilling process during "Research and Development" operation

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NEC = NOT ELSEWHERE CLASSIFIED

PRO-000-00	PROFESSIONAL, TECH AND MGMT
CLE-000-00	CLERICAL
SER-000-00	SERVICE
SER-001-00	TRANSPORTATION
SER-002-00	MOTOR VEHICLE MAINTENANCE
SER-003-00	PEST CONTROL
SER-004-00	BUILDING MAINTENANCE
SER-005-00	GROUNDS MAINTENANCE
SER-006-00	PROTECTIVE SERVICES, FIRE
SER-007-00	PROTECTIVE SERVICES, SECURITY
SER-008-00	GRAPHIC ARTS
SER-009-00	RECREATION
SER-010-00	PRODUCTION/DIST. OF UTILITIES
SER-011-00	SUPPLY AND MATERIALS HANDLING
SER-012-00	PRINTING/REPRODUCTION
SER-013-00	COMMUNICATIONS
SER-014-00	FOOD PREPARATION AND HANDLING
SER-015-00	HW/SEWER TREATMENT
SER-016-00	WATER TREATMENT
SER-999-99	NEC
IND-000-00	INDUSTRIAL
IND-001-00	METAL CLEANING, MECHANICAL
IND-001-01	ABRASIVE BLAST, HYDRO
IND-001-02	ABRASIVE BLAST, GLASS BEAD
IND-001-03	ABRASIVE BLAST, MINERAL GRIT
IND-001-04	ABRASIVE BLAST, SAND
IND-001-05	ABRASIVE BLAST, SHOT
IND-001-06	ABRASIVE BLAST, ORGANICS
IND-001-07	BARREL FINISHING
IND-001-08	GRINDING
IND-001-09	POLISHING AND BUFFING
IND-001-10	WIRE BRUSHING
IND-001-11	SANDING
IND-001-12	NEC
IND-002-00	METAL CLEANING, CHEMICAL
IND-002-01	ACID CLEANING, BRIGHT DIP
IND-002-02	ACID CLEANING, PICKLING
IND-002-03	ACID CLEANING, DESCALING
IND-002-04	ALKALI CLEANING, DESCALING
IND-002-05	ALKALI CLEANING, ETCHING
IND-002-06	DEGREASING, WIPE CLEANING
IND-002-07	DEGREASING, DIPPING
IND-002-08	DEGREASING, SPRAY
IND-002-09	DEGREASING, VAPOR

IND-002-10	DEGREASING, EMULSION
IND-002-99	NEC
IND-003-00	METAL CLEANING, NEC
IND-004-00	ELECTROPLATING
IND-005-00	PAINTING
IND-005-01	SPRAY, COMPRESSED AIR
IND-005-02	SPRAY, AIRLESS
IND-005-03	SPRAY, ELECTROSTATIC
IND-005-04	POWDER COATING
IND-005-05	BRUSH/ROLLER
IND-005-06	DIP
IND-005-99	NEC
IND-006-00	COATING OPERATIONS, NEC
IND-007-00	METAL FORMING
IND-007-01	FORGING
IND-007-02	EXTRUSION
IND-007-03	BENDING/FORMING
IND-007-04	SQUEEZING
IND-007-05	DRAWING
IND-007-99	NEC
IND-008-00	HEAT TREATING, HARDENING
IND-008-01	CARBURIZING
IND-008-02	CYANIDING
IND-008-03	GAS NITRIDING
IND-008-04	ANNEALING
IND-008-05	QUENCHING
IND-008-99	NEC
IND-009-00	FOUNDRY OPERATIONS
IND-009-01	MOLDING, GREEN SAND
IND-009-02	MOLDING, SHELL
IND-009-03	MOLDING, INVESTMENT CASTING
IND-009-04	MOLDING, FULL MOLD
IND-009-05	COREMAKING, SODIUM SILICATE
IND-009-06	COREMAKING, HOT BOX SYSTEM
IND-009-07	COREMAKING, NO BAKE
IND-009-08	COREMAKING, SHELL
IND-010-00	METAL MACHINING
IND-010-01	CUTTING
IND-010-02	PIERCING OR PUNCHING
IND-010-03	SAWING
IND-010-04	ABRASIVE GRINDING
IND-010-05	DRILLING AND BORING
IND-010-06	MILLING
IND-010-07	TURNING
IND-010-08	SHAPING AND SLOTTING

```
IND-010-09              NEC

IND-011-00              WELDING
IND-011-01                  ARC
IND-011-02                  RESISTANCE
IND-011-03                  OXYFUEL
IND-011-04                  SOLID STATE
IND-011-05                  BRAZING
IND-011-06                  LASER
IND-011-07                  ELECTRON BEAM
IND-011-99                  NEC

IND-012-00              THERMAL SPRAYING
IND-012-01                  THERMAL
IND-012-02                  OXYGEN
IND-013-03                  ARC
IND-013-04                  ELECTRON BEAM
IND-013-05                  LASER
IND-013-99                  NEC

IND-014-00              NON-DESTRUCTIVE TESTING
IND-014-01                  VISUAL
IND-014-02                  MAGNETIC PARTICLE
IND-014-03                  LIQUID PENETRANT
IND-014-04                  ULTRASONIC
IND-014-05                  ACOUSTICAL EMISSION
IND-014-06                  RADIOGRAPHIC
IND-014-07                  LASER INSPECTION
IND-014-99                  NEC

IND-015-00              PLASTICS/RUBBER PROCESSING
IND-015-01                  POTTING
IND-015-02                  DEPOTTING
IND-015-03                  MOLDING
IND-015-04                  FORMING
IND-015-05                  GRINDING
IND-015-06                  CUTTING
IND-015-07                  DRILLING
IND-015-08                  GLUING
IND-015-09                  NEC

IND-016-00              MAN MADE FIBERS
IND-016-01                  LAYUP, HAND
IND-016-02                  LAYUP, SPRAY
IND-016-03                  GRINDING/SANDING
IND-016-04                  CUTTING
IND-016-05                  DRILLING
IND-016-99                  NEC

IND-017-00              INSULATION, ASBESTOS
IND-017-01                  INSTALLATION
IND-017-02                  REMOVAL
IND-017-03                  FABRICATION
```

```
IND-017-99             NEC

IND-018-00             INSULATION, MAN MADE FIBERS
IND-018-01                 INSTALLATION
IND-018-02                 REMOVAL
IND-018 03                 FABRICATION
IND-018-04                 NEC

IND-020-00             WOODWORKING
IND-020-01                 CUTTING
IND-020-02                 JOINTING
IND-020-03                 DRILLING
IND-020-04                 MORTISING/ROUTING
IND-020-05                 TURNING LATHES
IND-020-06                 SANDING, DRUM
IND-020-07                 SANDING, DISK
IND-020-08                 SANDING, BELT
IND-020-09                 SANDING, HAND
IND-020-10                 PRESERVATIVE APPLICATION
IND-020-11                 GLUING
IND-020-12                 STAINING
IND-020-13                 TRANSPARENT FINISHES
IND-020 99                 NEC

IND-021-00             STONE, MINERAL HANDLING
IND-021-01                 INSTALLATION
IND-021-02                 REMOVAL
IND-021-03                 CUTTING
IND-021-04                 DRILLING
IND-021-99                 NEC

IND-022-00             ELECTRONICS REPAIR, NEC

IND 023-00             EQUIPMENT REPAIR, NEC

IND-024-00             CHEMICAL PROCESSING

IND-025-00             HW/HW HANDLING/CLEANUP

IND-999-99             NEC

RND-000-00             RESEARCH AND DEVELOPMENT

CON-000-00             CONSTRUCTION
CON-001-00                 STRUCTURE FABRICATION/REPAIR
CON-002-00                 ELECTRICAL INSTALLATION/REPAIR
CON-003-00                 PLASTERING AND RELATED TASKS
CON-004-00                 PLUMBING INSTALLATION/REPAIR
CON-005-00                 STRUCTURE DEMOLITION
CON-006-00                 CEMENTING AND RELATED TASKS
CON-007-00                 EXCAVATING/GRADING
CON-008-00                 PAVING
CON-999-99                 NEC
```

MED-000-00   MEDICAL/DENTAL

MIL-000-00   MILITARY SPECIFIC OPS, ENC
MIL-001-00   WEAPONS HANDLING
MIL-002-00   FLIGHT LINE OPERATIONS

MIS-000-00   MISCELLANEOUS, NEC

COLLECTION INSTRUMENTS QUESTIONNAIRE

SERIAL NUMBER (3-30 characters): _____

INSTRUMENT CODE (1-10 characters): _____

TYPE (see enclosure): _____

MANUFACTURER (3-30 characters): _____

MODEL NUMBER (1-8 characters): _____

LOCAL STORAGE LOCATION (3-30 characters): _____

NOTE: An Environmental Exposure user should fill out one form for every instrument in inventory.

CODE is a "nickname" for the instrument. Each code must be unique.

TYPE may be selected from a nationally-standard list of Collection Instrument Types (attached).

Site: _____   Date: _____

Completed by: _____   Work Phone: _____

COLLECTION INSTRUMENT TYPES

The dictionary for this file was established by the Site Manager at the first field installation. The point of contact for this is:

> Mr. Todd Merrill
> Naval Medical Clinic (Code 203)
> Portsmouth, NH 03801

Name of Types

AUTOMATED BUBBLE CALIBRATOR
BALANCE
BROADBAND ISOTROPIC RAD METER
BROADBAND ISOTROPIC RAD PROBE
CARBON MONOXIDE METER
DATA LOGGER
DETECTOR TUBE SAMPLING PUMP
DIRECT READING DOSIMETER
EXPLOSIMETER
HEAT STRESS METER
HIGH VOLUME SAMPLE PUMP
HYDROTHERMOGRAPH
INFRARED TEMPERATURE INDICATOR
LIGHT METER
MANOMETER
MASS FLOW METER
MERCURY VAPOR METER
MICROWAVE OVEN TESTER
NOISE DATA LOGGER
NOISE DOSIMETER
ORGANIC VAPOR ANALYZER
OXYGEN METER
PERSONAL SAMPLING PUMP
PHOTOIONIZATION ANALYZER
PSYCHROMETER
RESPIRABLE AEROSOL MONITOR
SOUND LEVEL METER CALIBRATOR
SOUND LEVEL METER TYPE I - OBA
SOUND LEVEL METER TYPE II
SOUND LEVEL TAPE RECORDER
THERMOANEMOMETER
VELOMETER
VIBRATION INTEGRATOR
WET TEST METER

CALIBRATION AGENCY QUESTIONNAIRE

AGENCY NAME (3-30 characters, not starting with a number or punctuation):

_____

STREET ADDRESS:

    Line 1 (3-30 characters): _____

    Line 2 (3-30 characters): _____

CITY (3-30 characters): _____

STATE: _____   ZIP CODE (5 or 9 digits): _____

PHONE (4-10 characters): _____

NOTE: This questionnaire is optional. If Environmental Exposure users desire to keep a mailing list of those agencies used to calibrate collection instruments, an Environmental Exposure user should fill out one form for each agency used.

Site: _____   Date: _____

Completed by: _____   Work Phone: _____

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CALIBRATION TRACKING QUESTIONNAIRE

COLLECTION INSTRUMENT SERIAL NUMBER: _____

DESCRIBE THE USUAL CALIBRATION:

    METHOD OF CALIBRATION (3-30 CHARACTERS): _____

    USUAL CALIBRATION AGENCY (3-30 CHARACTERS): _____

    USUAL COST: _____   TURNAROUND TIME (IN DAYS): _____

    USUAL POC

        NAME (3-30 CHARACTERS): _____

        PHONE 1: _____   PHONE 2: _____

DESCRIBE THE LAST CALIBRATION FOR THIS INSTRUMENT:

    DATE INSTRUMENT WAS SENT OUT: _____

    DATE INSTRUMENT CALIBRATION (AS CERTIFIED BY AGENCY): _____

    DATE INSTRUMENT RETURNED: _____

    NAME OF CALIBRATION AGENCY: _____

    CALIBRATOR'S NAME (3-30 CHARACTERS): _____

    ACTUAL COST: _____

NEXT CALIBRATION DATE FOR THIS INSTRUMENT: _____

NOTE: This questionnaire is optional. If users desire to use the calibration tracking function, an Environmental Exposure module user should fill out one form for every instrument that requires calibration.

Site: _____   Date: _____

Completed by: _____   Work Phone: _____

EXPOSURE NOTICES

This file will be set up with an Environmental Exposure Module user, using
examples of the notices that are currently sent out to notify employees of
exposures.

LABORATORIES QUESTIONNAIRE

LABORATORY NAME (3-30 CHARACTERS): _____

ADDRESS LINE 1 (3-30 CHARACTERS): _____

ADDRESS LINE 2 (3-30 CHARACTERS): _____

CITY (3-30 CHARACTERS): _____

STATE: _____   ZIP CODE (5 OR 9 DIGITS): _____

TELEPHONE NUMBER (4-20 CHARACTERS): _____

CONTACT NAME (3-30 CHARACTERS): _____

NOTE: This questionnaire is optional. If Environmental Exposure users desire
to keep a mailing list of laboratories that analyze samples taken
during workplace surveys, an Environmental Exposure user should fill
out one form for each lab that is used.

Site: _____   Date: _____

Completed by: _____   Work Phone: _____

PERSONAL PROTECTIVE EQUIPMENT QUESTIONNAIRE

The dictionary for this file was established by a Technical Representative. An Environmental Exposure user should review the attached list and select the PPE actually in use. Indicate on this list the PPE to be entered into your system's file.

The point of contact for this file is:

> Mr. Martin Healy
> NEHC, Professional Support Branch
> Naval Station
> Norfolk, VA 23511
> AUTOVON 564-4657
> Commercial (804) 444-4657

Site: _____   Date: _____

Completed by: _____   Work Phone: _____

PERSONAL PROTECTIVE EQUIPMENT

1. EYE AND FACE PROTECTION
   PRIMARY SOURCE: ANSI STANDARD Z-87.1-1979
   PRACTICE FOR OCCUPATIONAL AND EDUCATIONAL EYE AND FACE PROTECTION

TYPE	CODE	DESCRIPTION
E	SWOS	SPECTACLES, WITHOUT SIDESHIELDS
E	SETS	SPECTACLES, EYECUP TYPE SIDESHIELDS
E	SFFS	SPECTACLES, SEMI/FLAT-FOLD SIDESHIELDS
E	SLS	SPECTACLES, LASER WITH SIDESHIELDS
E	GFRV	GOGGLES, FLEXIBLE, REGULAR VENTED
E	GFHV	GOGGLES, FLEXIBLE, HOODED VENTILATION
E	GCFR	GOGGLES, CUSHIONED FITTING, RIGID BODY
E	GL	GOGGLES, LASER
E	GCE	GOGGLES, CHIPPING, EYECUP TYPE
E	GCC	GOGGLES, CHIPPING, COVERSPEC TYPE
E	GWE	GOGGLES, WELDING, EYECUP TYPE
E	GWC	GOGGLES, WELDING, COVERSPEC TYPE
E	FSP	FACE SHIELD, PLASTIC
E	FSM	FACE SHIELD, WIRE MESH
E	FSP/SWOS	FACE SHIELD, PLASTIC WITH SWOS
E	FSP/SETS	FACE SHIELD, PLASTIC WITH SETS
E	FSP/SFFS	FACE SHIELD, PLASTIC WITH SFFS
E	FSM/SWOS	FACE SHIELD, MESH WITH SWOS
E	FSM/SETS	FACE SHIELD, MESH WITH SETS
E	FSM/SFFS	FACE SHIELD, MESH WITH SFFS
E	F/SFFS	FACE SHIELD, MESH WITH SFFS
E	HW	HELMET, WELDING
E	HG	HOOD, GRINDING
E	OTHER	OTHER EYE PROTECTION
E	NONE	NO EYE/FACE PROTECTION

II. HEARING PROTECTION
    PRIMARY SOURCE: MEDCOMINST 6260.5, 29 APRIL 1985
    OCCUPATIONAL NOISE CONTROL AND HEARING CONSERVATION

TYPE	CODE	DESCRIPTION
A	PSF1	PLUG, SINGLE FLANGE, EAR DEFENDER. V-51R
A	PSFO	PLUG, SINGLE FLANGE. OTHER
A	PTF1	PLUG, TRIPLE FLANGE, COMFIT
A	PTFO	PLUG, TRIPLE FLANGE, OTHER
A	PD1	PLUG, DISPOSABLE, SILAFLEX
A	PD2	PLUG, DISPOSABLE, EAR
A	PD3	PLUG, DISPOSABLE, DECIDAMP
A	PDO	PLUG, DISPOSABLE, OTHER
A	PB1	PLUG, BAND TYPE, SOUND-BAN
A	PB2	PLUG, BAND TYPE, SOUND SENTRY
A	PBO	PLUG, BAND TYPE, OTHER
A	MCI	MUFF, CIRCUMAURAL, TYPE I

```
A      MCII       MUFF, CIRCUMAURAL, TYPE II
A      MCHP       MUFF, CIRCUMAURAL, HIGH PERFORMANCE
A      MO         MUFF, CIRCUMAURAL, OTHER
A      COMB       COMBINATION MUFF AND PLUG
A      OTHER      OTHER
A      NONE       NONE
```

Additional hearing protective devices may be added by facilities after obtaining a code from the Configuration Control Board.

III. PROTECTIVE CLOTHING
     PRIMARY SOURCE: GUIDELINES FOR THE SELECTION OF CHEMICAL
     PROTECTIVE CLOTHING, ACGIH. 2ND ED.

TYPE	CODE	DESCRIPTION
		PARTIAL TORSO
C	CD/*	COAT, DISPOSABLE/*
C	CR/*	COAT, REUSEABLE/*
C	JD/*	JACKET, DISPOSABLE/*
C	JR/*	JACKET, REUSEABLE/*
C	PD/*	PANTS, DISPOSABLE/*
C	PR/*	PANTS, REUSEABLE/*
C	AD/*	APRON, DISPOSABLE/*
C	AR/*	APRON, REUSEABLE/*
C	BD/*	BIB-OVERALLS, DISPOSABLE/*
C	BR/*	BIB-OVERALLS, REUSEABLE/*
		COMPLETE TORSO
C	COD/*	COVERALLS, DISPOSABLE/*
C	COR/*	COVERALLS, REUSEABLE/*
C	FBD/*	FULL-BODY ENCAPSULATING, DISPOSABLE/*
C	FBR/*	FULL-BODY ENCAPSULATING, REUSEABLE/*

```
* MATERIAL
01    CLOTH
02    HEAT RESISTANT
03    BUTYL RUBBER
04    CHLORINATED POLYETHYLENE
05    NATURAL RUBBER
06    NITRILE-BUTADIENE RUBBER
07    NEOPRENE
08    NITRILE RUBBER
09    NITRILE RUBBER/POLYVINYL CHLORIDE
10    POLYETHYLENE
11    POLYURETHANE
12    POLYVINYL ALCOHOL
13    POLYVINYL CHLORIDE
14    SAFEGUARD CPF
15    SARANEX
16    STYRENE-BUTADIENE RUBBER
17    SONTARA
18    TYVEK
```

```
19   VITON
OT   OTHER
UK   UNKNOWN
```

** Type of material listed on the menu will be determined by the PPE in use at each specific facility. Additional materials will be added as approved by the Configuration Control Board.

IV. FOOT PROTECTION

TYPE	CODE	DESCRIPTION
F	STREET	STREET SHOE
F	SBST	SHOE/BOOT, STEEL-TOE
F	SBSTM	SHOE/BOOT, STEEL TOE, METATARSEL GUARD
F	SBM	SHOE/BOOT, METATARSET GUARD
F	BR	BOOT, RUBER
F	BRST	BOOT, RUBBER, STEEL-TOE
F	BRSTD	BOOT, RUBBER, STEEL-TOE, DIELECTRIC
F	OTHER	OTHER

Other types of foot protection may be added upon acceptance by the Configuration Control Board.

V. HAND PROTECTION

TYPE	CODE	DESCRIPTION
H	GC	GLOVES, COTTON
H	GL	GLOVES, LEATHER
H	GCR/*	GLOVES, CHEMICAL RESISTANT/*
H	GCR/BC/*	GLOVES, CHEMICAL RESISTANT, BARRIER CREAM/*
H	GCR/O	GLOVES, CHEMICAL RESISTANT, OTHER
H	GWHR	GLOVES, WELDERS, HEAT RESISTANT
H	GE	GLOVES, ELECTRICAL PROTECTION
H	BC	BARRIER CREAM
H	FC	FINGER COTS
H	OTHER	OTHER
H	NONE	NONE

```
* MATERIAL
01   CLOTH
02   HEAT RESISTANT
03   BUTYL RUBBER
04   CHLORINATED POLYETHYLENE
05   LATEX
06   NATURAL RUBBER
07   NITRILE-BUTADIENE RUBBER
08   NEOPRENE
09   NITRILE RUBBER
10   NITRILE RUBBER/POLYVINYL CHLORIDE
11   POLYETHYLENE
12   POLYURETHANE
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13	POLYVINYL ALCOHOL
14	POLYVINYL CHLORIDE
15	SAFEGUARD CPF
16	SARANEX
17	STYRENE-BUTADIENE RUBBER
18	SONTARA
19	TYVEK
20	VITON
OT	OTHER
UK	UNKNOWN

**Type of material listed on the menu will be determined by the PPE in use at each specific facility. Additional materials will be added as approved by the Configuration Control Board.

PRODUCTS QUESTIONNAIRE

Complete one form for every hazardous product found on the shipyard.

TRADE NAME (3-50 characters): _____

SYNONYMS (3-50 characters each):

_____

_____

_____

_____

STRESSORS (select an entry from the Stressor File):

_____

_____

_____

_____

Complete at least one of the following:

MATERIAL NAME: _____

STOCK NUMBER: _____

NIIN NUMBER: _____

CHEMICAL NAME: _____

MANUFACTURER: _____

DISTRIBUTOR: _____

SPECIFICATION: _____

Site: _____ Date: _____

Completed by: _____ Work Phone: _____

The dictionary for this file was established by the Site Manager at the first field installation. Sites should not change any of the entries. Requests for change must be made through the MEDCOM's Configuration Control Board or SEASYSCOM's Program Management Group.

The point-of contact for this file is:

> Mr. Todd Merril'
> Naval Medical Clinic (Code 203)
> Portsmouth, NH 03801
> AUTOVON 684-2082
> Commercial (207) 439-2082

The following references were used when establishing the data for this file:

NAME: ACGIH TLV Book, 1986-87

SYNONYMS: NIOSH Pocket Guide to Chemical Hazards, Sep 85
NIOSH RTEC, VOL I & II

OSHA STANDARDS: Code of Federal Regulations 1910

MEDICAL SURVEILLANCE: DODINST 6055.5M

NIOSH IDLH LEVEL: NIOSH Pocket Guide to Chemical Hazards, Sep 85

ACTION LEVEL: (1) DODINST 6055.5M
(2) Where PEL was established, one-half PEL
(3) Where PER was not established, one-half TLV

RESPIRATORY EQUIPMENT QUESTIONNAIRE

CODE (3-10 CHARACTERS): _____

DESCRIPTION (3-80 CHARACTERS): _____

_____

PROTECTION FACTOR (NUMBER BETWEEN 1 AND 100,000): _____

TC-NUMBER (1-11 CHARACTERS): _____

NOTE: An Environmental Exposure user should fill out one form for every
        respirator in inventory. See attached page for instructions on how to
        fill out.

Instructions for local development of this file were established by a Technical Representative. The point of contact for this file is:

    Mr. Martin Healy
    NEHC, Professional Support Branch
    Naval Station
    Norfolk, VA 23511
    AUTOVON: 564-4657
    COMMERCIAL: (804) 444-4657

Site: _____   Date: _____

Completed by: _____   Work Phone: _____

REFERENCES:

A) NIOSH CERTIFIED EQUIPMENT LIST, DHHS (NIOSH) PUBLICATION NO. 86-101,
   OCTOBER 1986
B) AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI) STANDARD Z88.2 1980.

CODE.

THE CODE FOR THE RESPIRATOR SHALL BE DEVELOPED LOCALLY BY THE COGNIZANT
INDUSTRIAL HYGIENE DIVISION/DEPARTMENT LOCATED AT THE FACILITY MAINTAINING THE
CENTRAL PROCESSING UNIT (CPU). THE CODE IS IN FREE TEXT AND BETWEEN 3-10
CHARACTERS IN LENGTH.

DESCRIPTION:

THE DESCRIPTION OF THE RESPIRATOR SHALL BE OF SUFFICIENT DETAIL TO DIFFER
ENTIATE THAT PARTICULAR RESPIRATOR FROM ANY OTHER SIMILAR RESPIRATOR LISTED ON
THAT CPU. TYPICAL RESPIRATOR DESCRIPTION WOULD INCLUDE:

> "3M, MODEL 8710, SINGLE USE" OR
> "MSA, COMFO II, BELT MOUNTED WITH SPARKFOE CARTRIDGE"

GENERIC TERMINOLOGY AND ABBREVIATIONS WILL BE CONSISTENT WITH THOSE USED IN
REFERENCE (A).

THE DESCRIPTION IS IN FREE TEXT AND BETWEEN 3-80 CHARACTERS IN LENGTH.

PROTECTION FACTOR:

THE PROTECTION FACTOR FOR A SPECIFIC RESPIRATOR WILL BE ASSIGNED USING
REFERENCE (B), OSHA STANDARDS FOR A SPECIFIC STRESSOR (I.E. THE LEAD STANDARD,
29 CFR 1910. 1025) OR NAVY STANDARDS, IF THEY EXIST. THE ORDER OF PRIORITY
WILL BE THE SPECIFIC NAVY STANDARD, THE OSHA STANDARD AND THEN THE ANSI
STANDARD, REFERENCE (B).

THE PROTECTION FACTOR FIELD WILL CONSIST OF A NUMBER BETWEEN 1 AND 100,000.

TC-NUMBER:

THE TC-NUMBER FIELD CONSISTS OF THE NIOSH/MSHA TEST AND CERTIFICATION
NUMBER AS LISTED IN REFERENCE (A). CAREFUL ATTENTION MUST BE PAID TO ENSURE
THE CORRECT TC-NUMBER FOR THE SPECIFIC FACEPIECE AND CARTRIDGE/CANISTER
COMBINATION IS RECORDED. THE TC-NUMBER LISTED ON THE CARTRIDGE IS NOT THE
CORRECT TC-NUMBER FOR ALL FACEPIECES USING THAT CARTRIDGE.

IN THE EVENT THAT AN ACCEPTED RESPIRATOR IS USED, A SUBSTITUTE "TC-NUMBER"
WILL BE ASSIGNED BY THE CONFIGURATION CONTROL BOARD.

SURVEY MONITOR QUESTIONNAIRE

SURVEY MONITOR NAME (3-30 CHARACTERS): _____

MONITOR'S AGENCY UNIT: _____

MONITOR'S UIC: _____

NOTE: AN ENVIRONMENTAL EXPOSURE USER SHOULD COMPLETE ONE FORM FOR EACH
        SURVEY MONITOR.

Site: _____   Date: _____

Completed by: _____   Work Phone: _____

QUESTIONNAIRE FOR AUTOMATED DATA TRANSFER OF
HAZARDOUS MATERIALS INFORMATION SYSTEM (HMIS)

The current version of the NOHIMS software provides a choice for three types of data load:

    (1) a full data load
    (2) a selective data load by National Stock Number or,
    (3) a selective data load by National Stock Number, Federal Supply Code for Manufacturers, and Part Number Indicator.

The following paragraphs explain the two selective data loads:

    a. National Stock Number (NSN) - 13 characters, possible sources are:

        (1) Label on the material.
        (2) Material Safety Data Sheet (MSDS)
        (3) Supply/Procurement Department
        (4) Procurement Document

    b. Federal Supply Code for Manufacturers (FSCM) - 5 characters, possible sources are:

        (1) Supply Department
        (2) Microfiche - "Name to Code Cross Reference, H-4, H-8 Commercial
                      and Government Entity (CAGE)"
          Address: Navy Fleet Material Support Office
                    Code 91412, P. O. Box 2010
                    Mechanicsburg, PA 17055-0787
                    ATTN: Mr. Joe Zubba, AUTOVON 430-4223

    c. Part number indicator - 1 alphabetic character, usually "A" unless:

        (1) The material has multiple components and the first ingredient would be an "A" and the second ingredient a "B", or

        (2) The material has undergone a formulation change to eliminate/reduce hazardous components. The old formulation would have part number indicator "A" and the new substance would have part number indicator "B", e.g. Liquid Wrench had benzene initially, then it was removed. The data or lot number associated with this change in formulation should also be provided.

NARDAC Washington will receive the HMIS tapes and updates from the Navy Environmental Health Center (NEHC) on a quarterly basis. These tapes will then be copied and forwarded to the NOHIMS sites.

HMIS DATA LOAD QUESTIONNAIRE

Check the desired provision for data load:

_____ Full load (Do not fill in information below)

_____ Selective Load "A" (Fill in only National Stock Number below)

_____ Selective Load "B" (Fill in all information below)

NATIONAL STOCK NUMBER	FSCM	PART NUMBER INDICATOR

Site: _____ Date: _____

Completed by: _____ Work Phone: _____

QUESTIONNAIRE CONCERNING PRIMARY CLINIC
AND DUTY STATION OR ACTIVITY

The following is forwarded to obtan specific entries for site setup in the
Medical module. The following is an example of what we are looking for:

    Primary Clinic: Mare Island   MI
    Duty Station or Activity: NAVMEDCOM NWREG   NWR
                               NAVHOSP Oakland   NHO
                               Naval Drug Screening Lab   NDSL

The information should indicate the "Primary Clinic" and a two (2) to six (6)
letter abbreviation for the Clinic. Also indicate "Duty Station or Activity"
associated with that Clinic and a two (2) to six (6) letter abbreviation for
the "Duty Station or Activity".

This information will also be used on the Occupational Health Care Patient
Registration form and Occupational Health Unit Walk-In Clinic Acute care
Encounter Form.

DATA ENTRIES FOR "PRIMARY CLINICS" AND "DUTY STATION OR ACTIVITY"

PRIMARY CLINIC: _____

DUTY STATION OR ACTIVITY:
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

Site: _____   Date: _____

Completed by: _____   Work Phone: _____

REPORT DOCUMENTATION PAGE

1a. REPORT SECURITY CLASSIFICATION	1b RESTRICTIVE MARKINGS
Unclassified	None

2a. SECURITY CLASSIFICATION AUTHORITY	3 DISTRIBUTION/AVAILABILITY OF REPORT
N/A	Approved for public release;
2b DECLASSIFICATION/DOWNGRADING SCHEDULE	distribution unlimited
N/A	

4. PERFORMING ORGANIZATION REPORT NUMBER(S)	5 MONITORING ORGANIZATION REPORT NUMBER(S)
NHRC Report No. 88-16	

6a NAME OF PERFORMING ORGANIZATION	6b OFFICE SYMBOL (If applicable)	7a NAME OF MONITORING ORGANIZATION
Naval Health Research Center	Code 20	Commander, Naval Medical Command

6c. ADDRESS (City, State, and ZIP Code)	7b. ADDRESS (City, State, and ZIP Code)
P. O. Box 85122	Department of the Navy
San Diego, CA 92138-9174	Washington, DC 20372

8a NAME OF FUNDING/SPONSORING ORGANIZATION Naval Medical Research & Development Command	8b OFFICE SYMBOL (If applicable)	9 PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER

8c. ADDRESS (City, State, and ZIP Code)	10 SOURCE OF FUNDING NUMBERS			
Naval Medical Command National Capitol Region Bethesda, MD 20814-5044	PROGRAM ELEMENT NO	PROJECT NO	TASK NO	WORK UNIT ACCESSION NO
	63706N	M0095	.05	1053

11 TITLE (Include Security Classification)

(U) INITIAL SOFTWARE AND DATA LOAD PROCEDURES FOR NOHIMS

12 PERSONAL AUTHOR(S)
Pearsall, D. M., Hall, T. M.

13a TYPE OF REPORT	13b TIME COVERED	14 DATE OF REPORT (Year, Month, Day)	15 PAGE COUNT
Final	FROM _____ TO _____	88 May 2	94

16 SUPPLEMENTARY NOTATION

17	COSATI CODES		18 SUBJECT TERMS (Continue on reverse if necessary and identify by block number)
FIELD	GROUP	SUB GROUP	NOHIMS, recordkeeping, occupational health, COSTAR, User Identification Codes (UICs)

19 ABSTRACT (Continue on reverse if necessary and identify by block number)

(U) This document provides step-by-step instructions for installing the Naval Occupational Health Information Management System (NOHIMS) Software. It also describes how to create site baseline systems, daily operations and control, communications, and other system software.

20 DISTRIBUTION/AVAILABILITY OF ABSTRACT	21 ABSTRACT SECURITY CLASSIFICATION
☒ UNCLASSIFIED/UNLIMITED ☒ SAME AS RPT ☐ DTIC USERS	Unclassified

22a NAME OF RESPONSIBLE INDIVIDUAL	22b TELEPHONE (Include Area Code)	22c OFFICE SYMBOL
D. M. Pearsall	619/553-8401	Code 20